

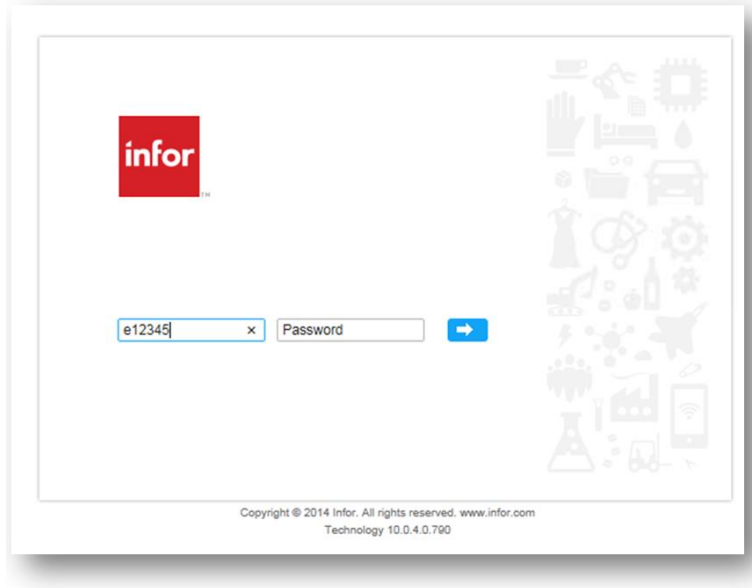
	<h2 style="text-align: center;">HR Information System Employee Guide</h2>
<p>What is infor?</p>	<ul style="list-style-type: none"> • The new Human Resources & Financial Information System • It will help to automate a lot of manual processes in the areas of HR and Accounting • This new system will have some self service functions that will allow you go online and personalize your life changes yourself, updating information like address change, taxes, and direct deposit.
	<h3>Table of Contents</h3>
<p>1</p>	<p>How to Log In</p>
<p>2</p>	<p>How to Access Infor</p>
<p>3</p>	<p>How to View Work Assignments</p>
<p>4</p>	<p>Adding An Address</p>
<p>5</p>	<p>Changing or Updating an Address</p>
<p>6</p>	<p>Updating Your Contact Information</p>
<p>7</p>	<p>Adding an Emergency Contact To Your Profile</p>
<p>8</p>	<p>Viewing and Printing Your Compensation</p>
<p>9</p>	<p>Adding a Dependent</p>
<p>10</p>	<p>Changing Marital Status</p>
<p>11</p>	<p>Changing Spouse’s Employment</p>
<p>12</p>	<p>Accessing Action Requests</p>
<p>13</p>	<p>Accessing Your Pay and Benefits Information</p>
<p>14</p>	<p>Viewing Paychecks</p>
<p>15</p>	<p>Viewing and Changing Direct Deposit Information</p>
<p>16</p>	<p>Viewing and Updating Tax Information</p>
<p>17</p>	<p>Viewing Current Benefits (View Only)</p>
<p>18</p>	<p>Viewing Leave Balances</p>

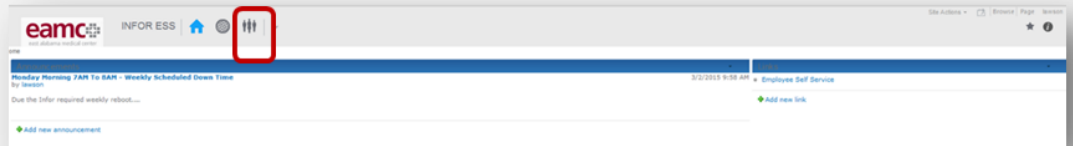
1	Logging In to Infor
	<ul style="list-style-type: none"> • Login using network ID and password (same as email) • Login =e and employee # (example: e12345) • Password=network secure password • Call the MIS helpdesk at ext. 6850, if you need assistance
2	Accessing Infor
Accessing Infor from EAMC Computer	
Action	Details
<p>1. Click <i>Self Service</i> icon</p> 	

2. Login

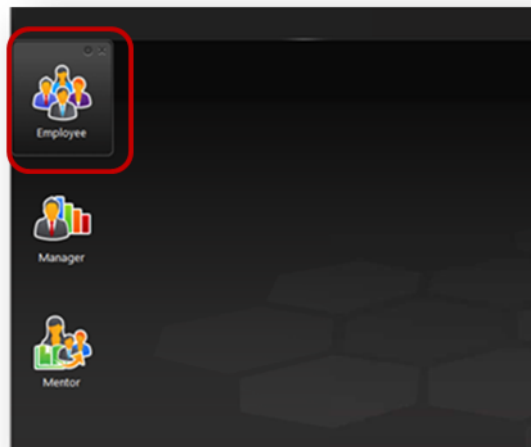
Login using network ID and password



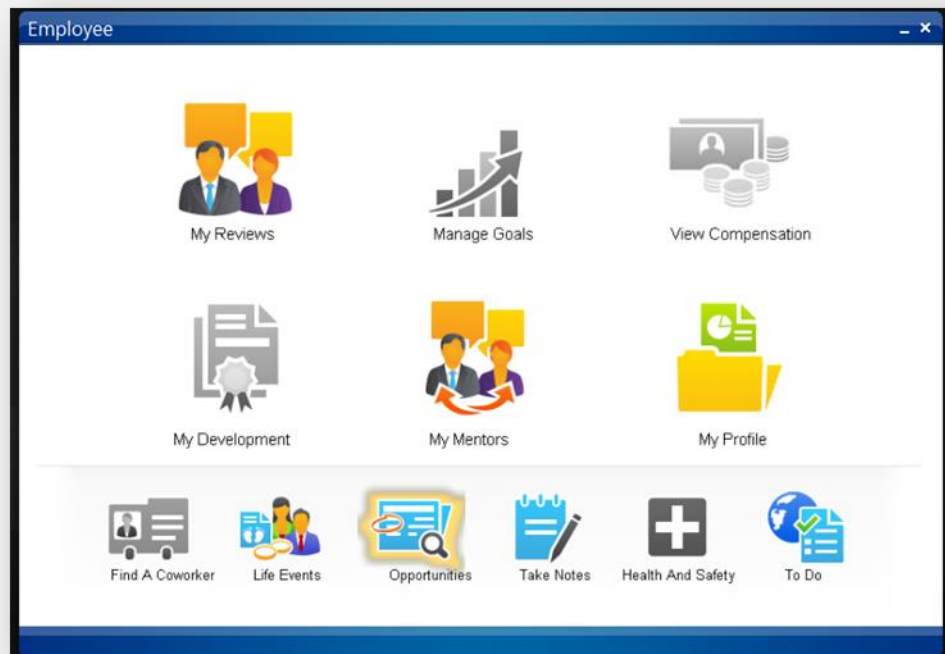
3. Click *Talent Management icon*



4. Click *Employee*



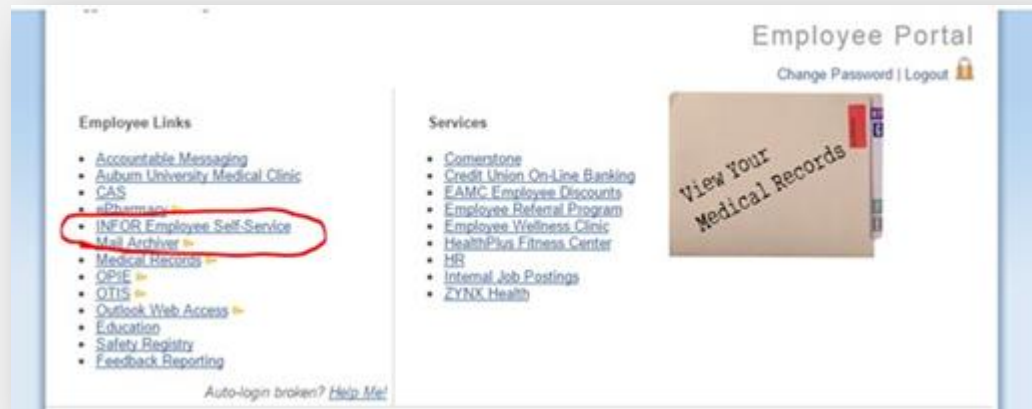
5. This is the **employee space** where self-service takes place



Accessing Infor from Home

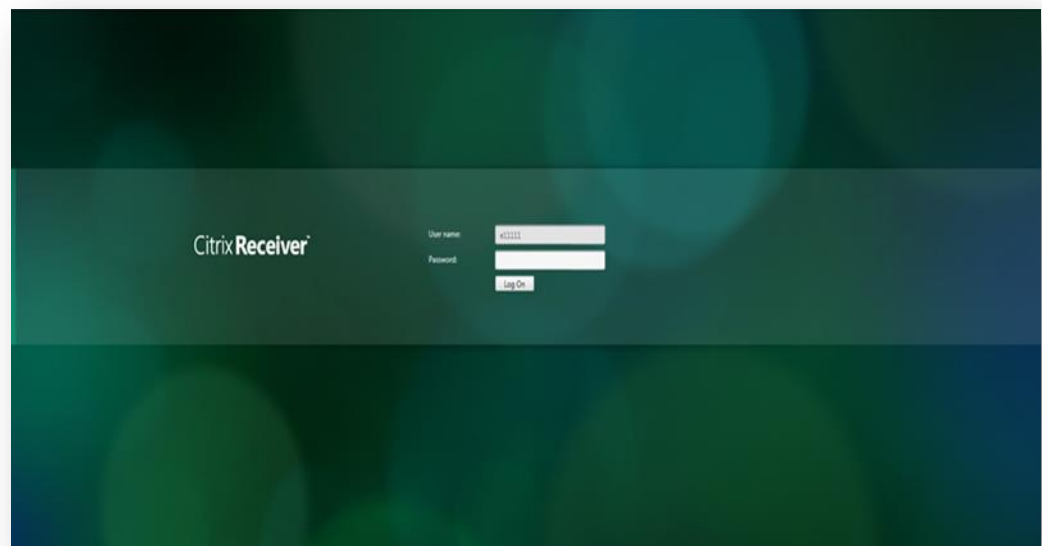
Step	Action
<p>1. Access Infor</p>	<p>1. Use the following link: https://xen.eamc.org/</p> <p style="text-align: center;">OR</p> <p>2. Go to the employee portal login page https://www.eamc.org/portal and click on <i>infor Employee Self Service icon</i></p> <div data-bbox="453 989 1500 1581" data-label="Image"> </div>

There will also be a link within employee portal that you can use to access employee self service



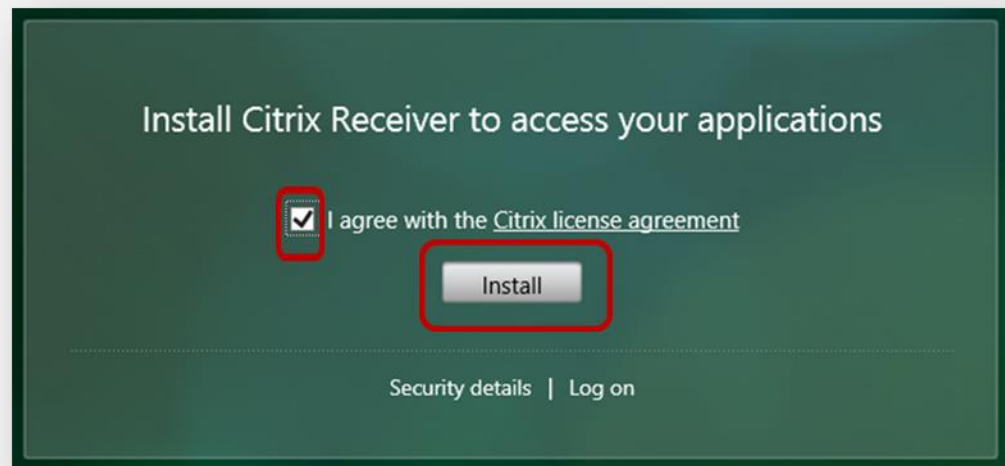
2. Login

Login using network ID and password



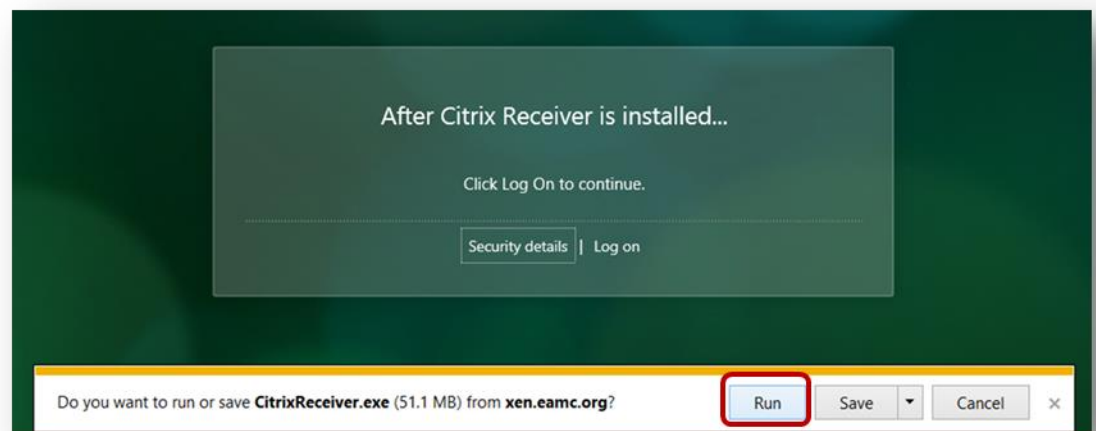
3. Download the CITRIX receiver

The first time you log into CITRIX from a computer, you will have to download the Citrix receiver. **Check the box** next to the “I agree with the Citrix license agreement,” then Click **Install**



4. Click Run

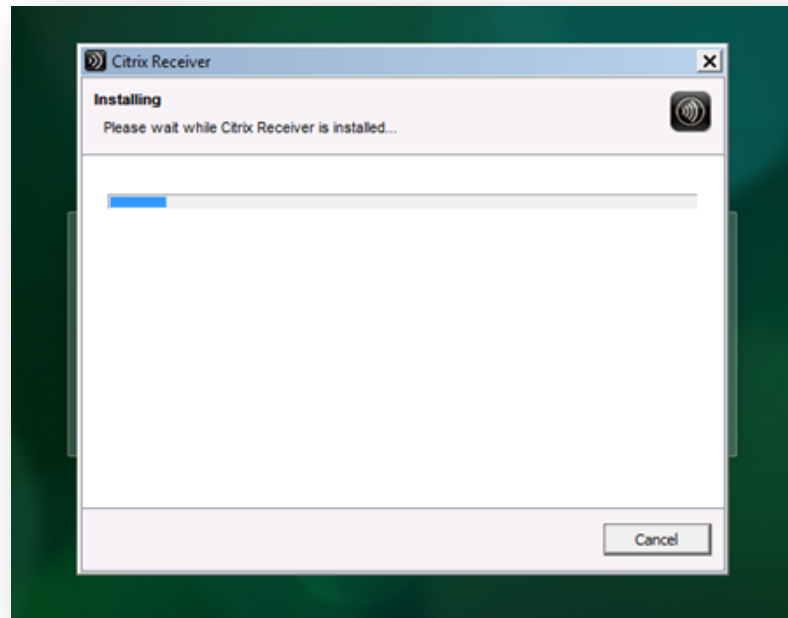
When you get a prompt similar to the one below, Click **Run**



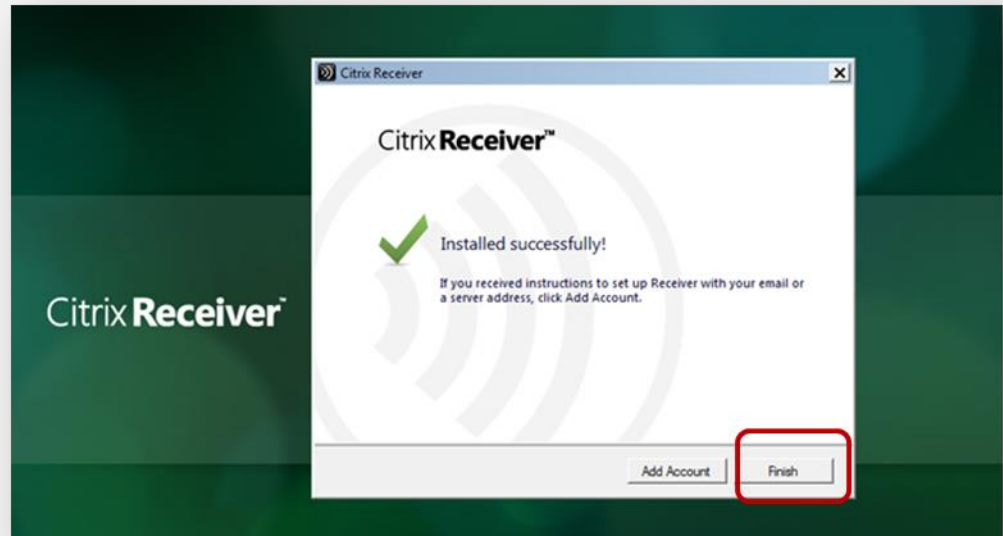
5. Click **Install**



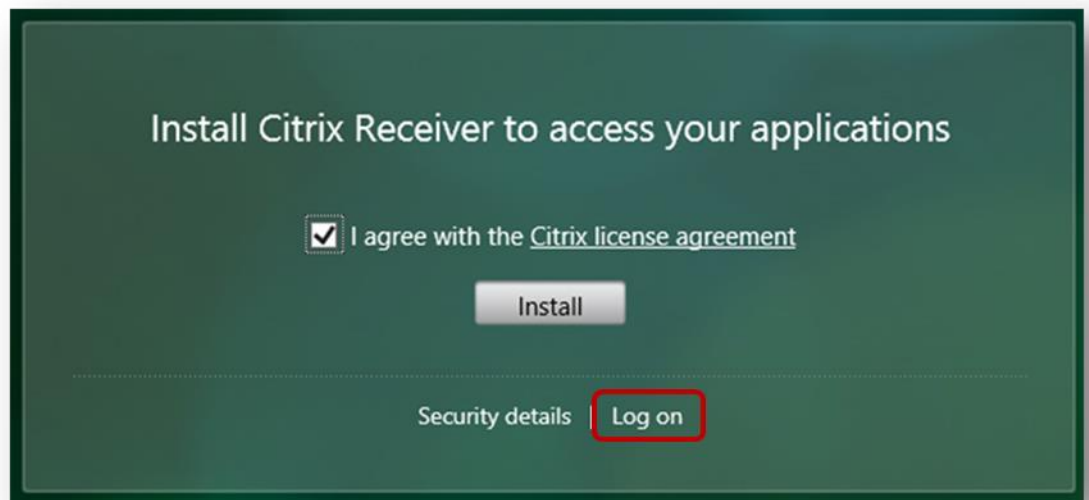
6. Wait on
Citrix
Receiver to
Install



7. Click **Finish**

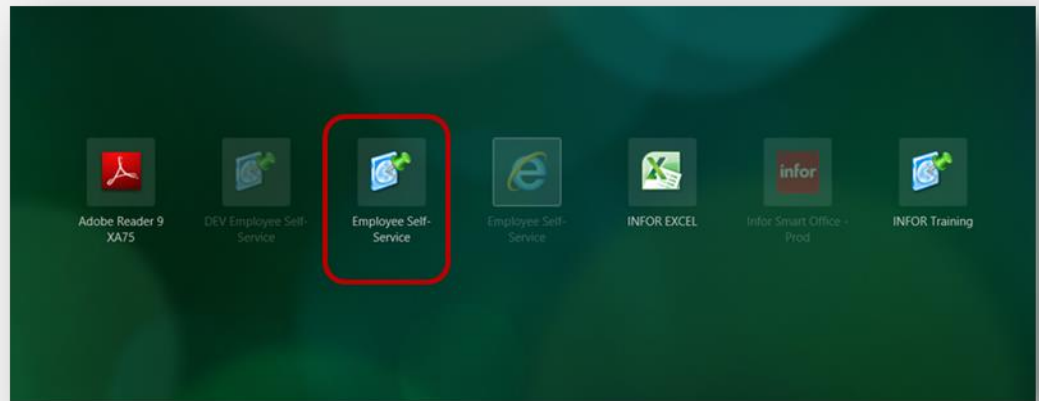


8. Click **Log on**



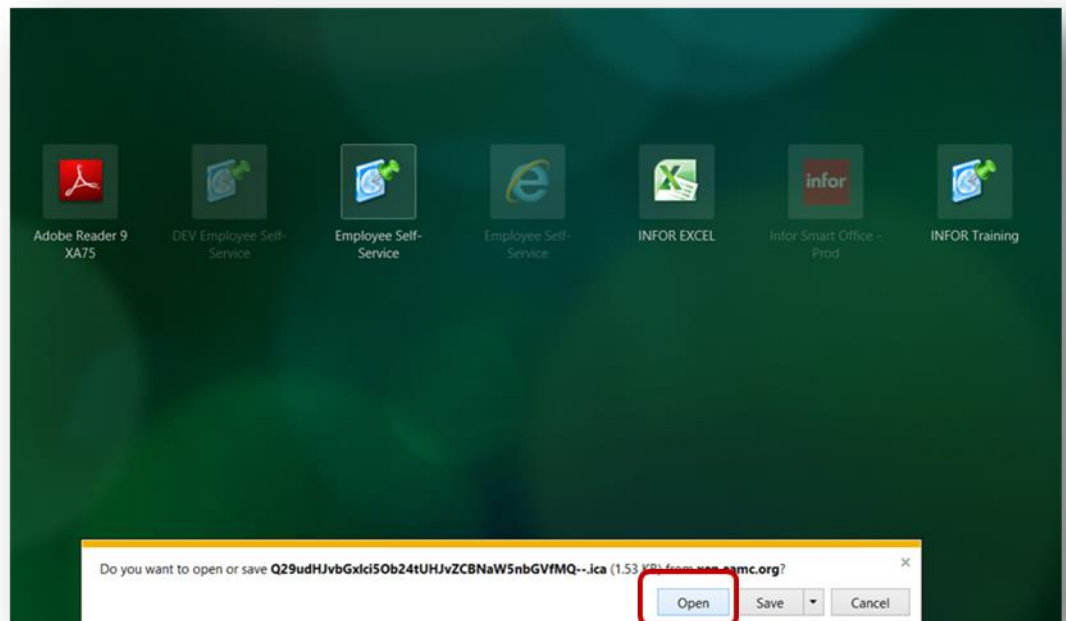
9. Click

***Employee
Self Service***

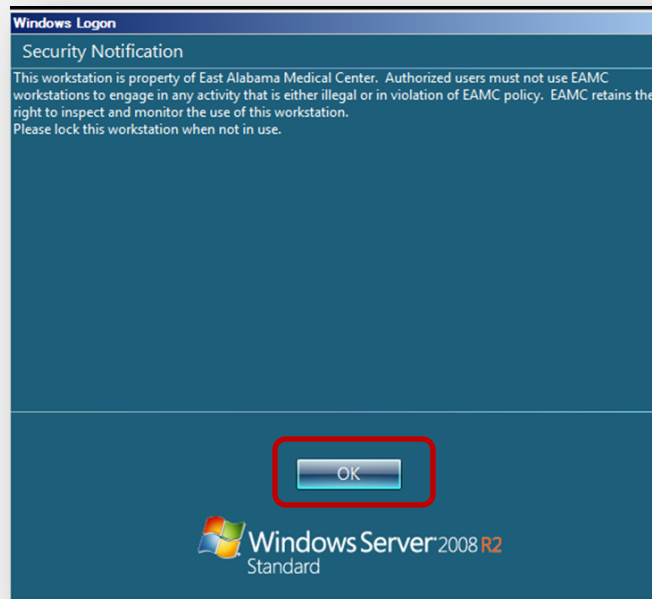


10. Click

Open when
prompted



**11. Review
the Security
Notification
and click *OK***

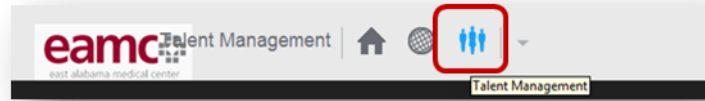


12. Login

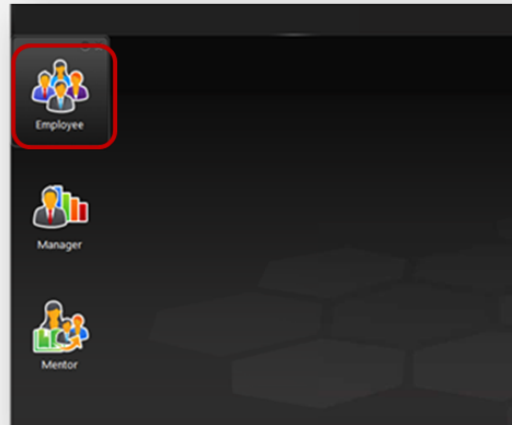
Login using your network secure login and password



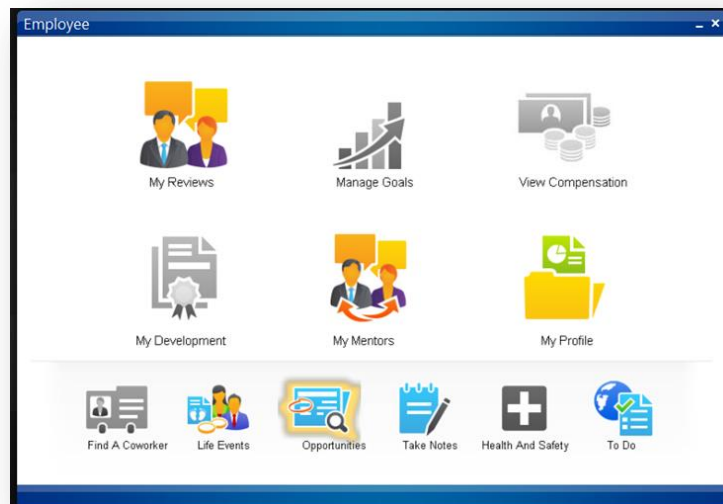
**13. Click
*Talent
Management*
icon**



**14. Click
*Employee***



**15. This is
the
employee
space
where self-
service
takes place**



3

How to View Your Work Assignments

You can have multiple work assignments. For each assignment you can view a position description, a position history, and a compensation profile.

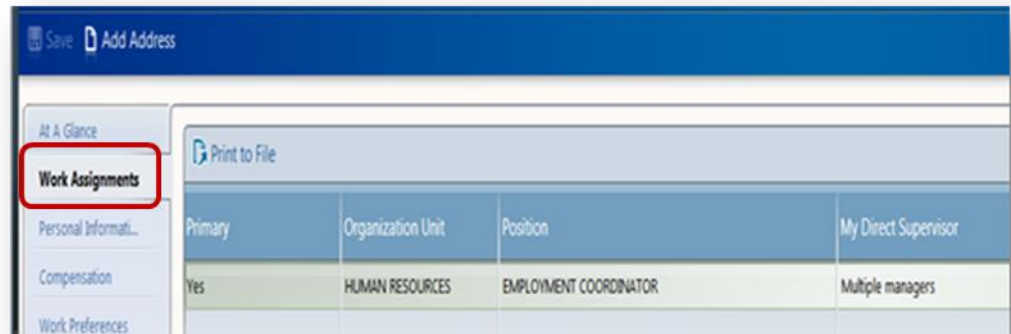
Step

Action

1. Access *My Profile*



2. On the Navigation bar, select *Work Assignments*.



3. Open a work assignment to view the work assignment detail.

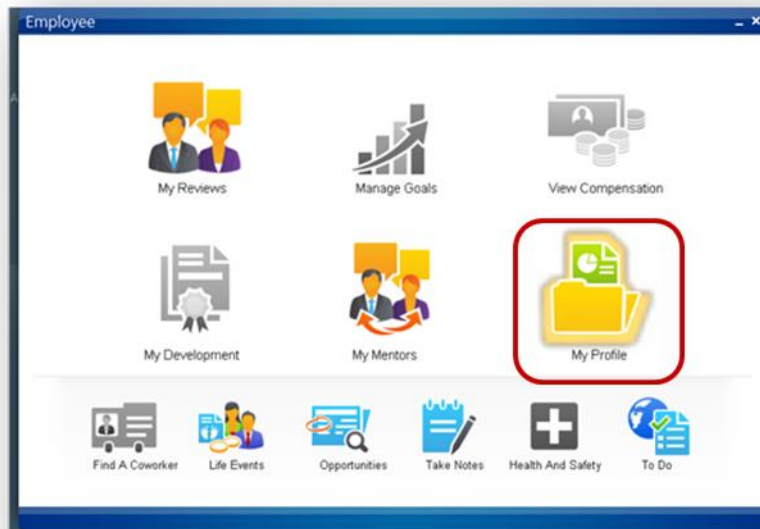
Primary	Organization Unit	Position	My Direct Supervisor
Yes	HUMAN RESOURCES	EMPLOYMENT COORDINATOR	Multiple managers

4

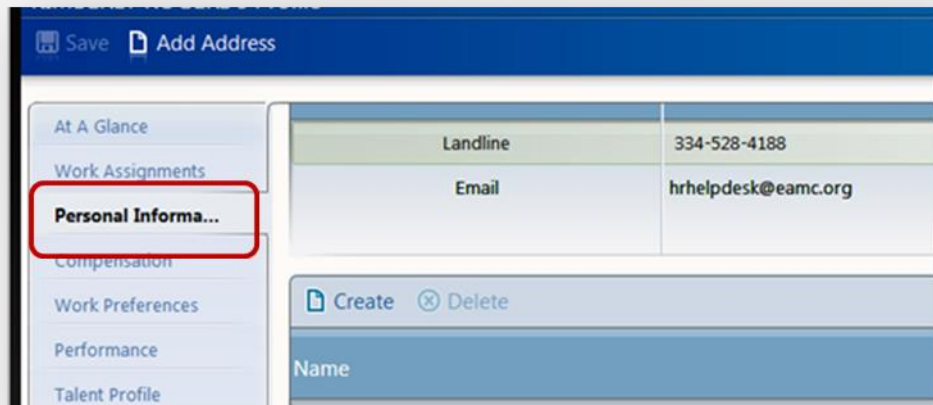
Adding an Address

Note: Your manager can also add or change an address on your behalf. You may be notified by email of any action related to adding or changing an address.

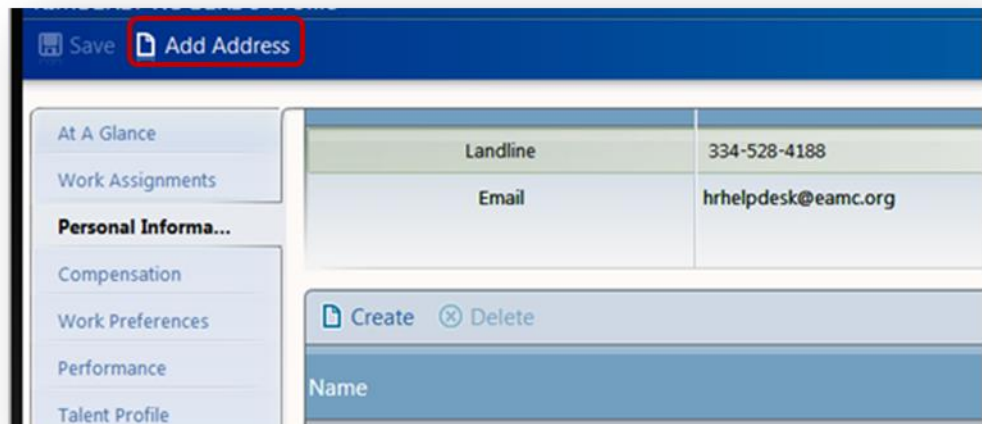
1. Access ***My Profile***



2. Click on **Personal Information**

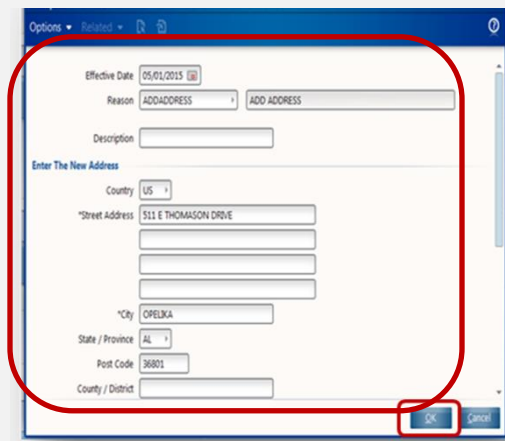


3. Above the Addresses panel, click the **Add Address** button



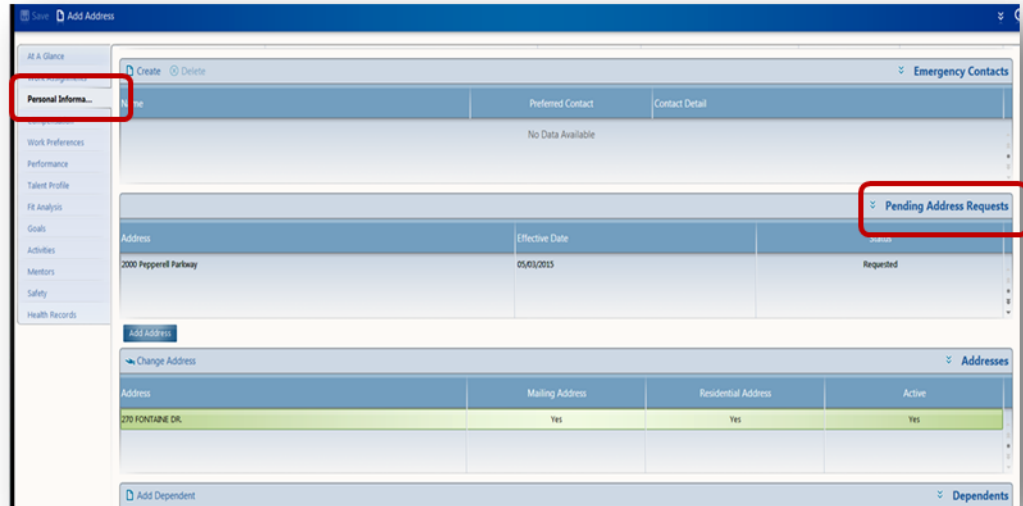
4. Enter the **address** and other required information and click **OK**

The effective date, reason, country, street address (first line), city, state, postal code and reason are all required information.



5. Note change is not immediate

NOTE: The address is not added immediately because approval for an address addition is required. A Pending Address request link appears on the **Personal Information Tab** above your current address.



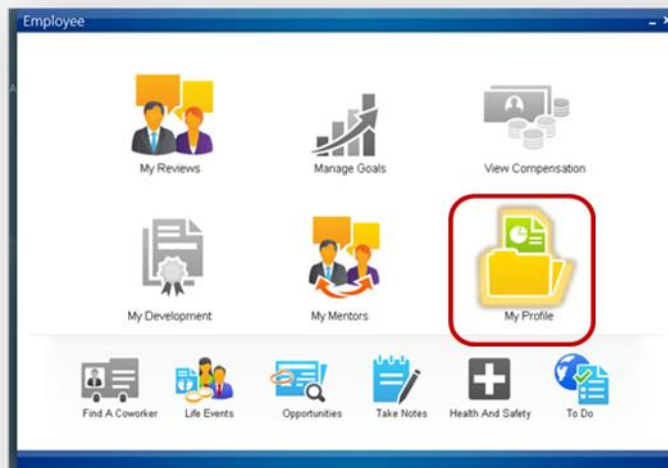
5

Changing or Updating an Address

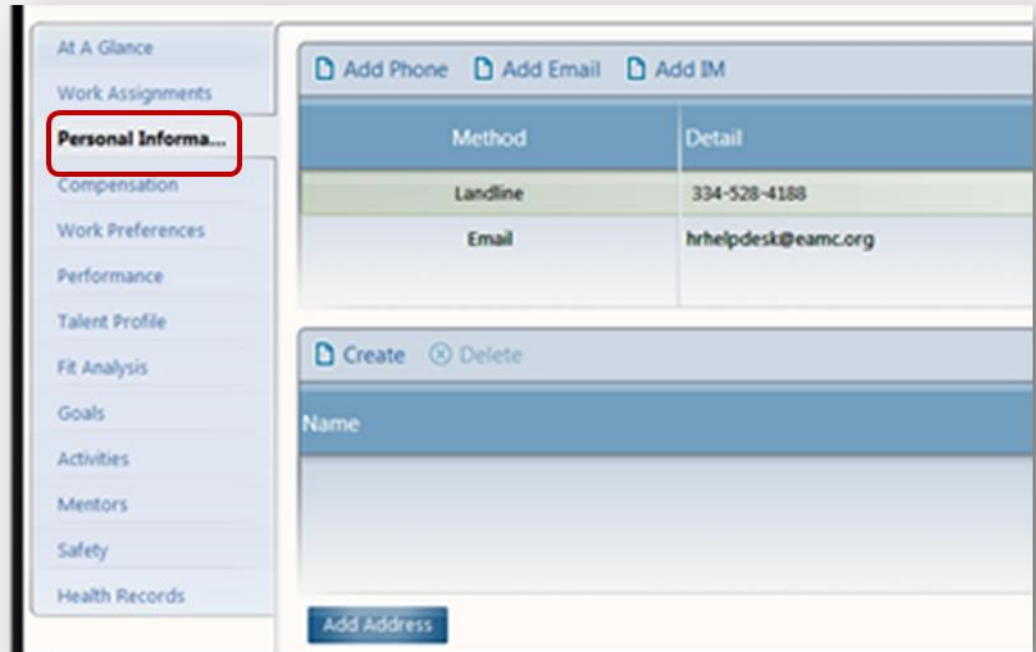
Step

Action

1. Access **My profile**



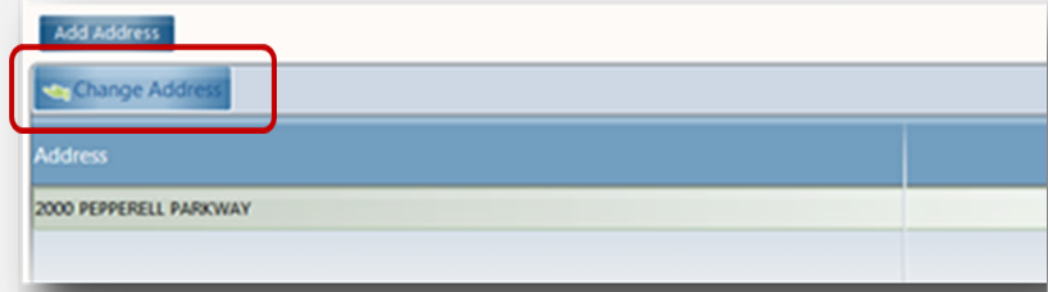
2. Click on
Personal Information



3. Select the
address



4. Select the **Change Address** button



5. Enter your **changes (including the required effective date)** and click **OK**

A screenshot of a software form titled 'Enter The Address Changes'. The form contains the following fields:

- Effective Date: 05/01/2015
- Reason: ADDRESS CHANGE
- Description: (empty)
- Country: US (United States)
- *Street Address: 2000 PEPPERELL PARKWAY
- *City: OPELIKA
- State / Province: AL
- Post Code: 36801
- County / District: (empty)

At the bottom right of the form, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red rectangular box.

6. Note
Pending
Address
Requests

NOTE: EAMC requires approval for an address change. So, the address change is not made immediately. A Pending Address Requests link appears on the *Personal Information Tab*, above your current address on file. Address changes will be reviewed within 2 business days.


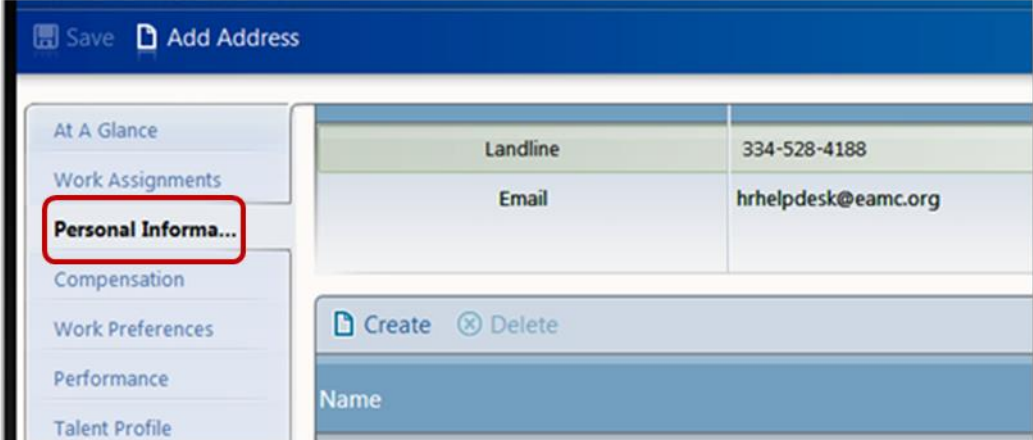
Note: If your manager requests an address change, this link will also appear. You can see and modify your manager's pending request. Also, your manager can see and modify your pending request. You can have more than one pending address changes and additions. But only one address can be flagged as a mailing address and/or home address.

Click the Pending Address Requests link to view and update your request or your manager's request, or to cancel your request or your manager's request (Actions > Cancel Request). You can make changes to the address change request until the address is approved. When the address is approved, the link disappears and the address is changed on your profile.

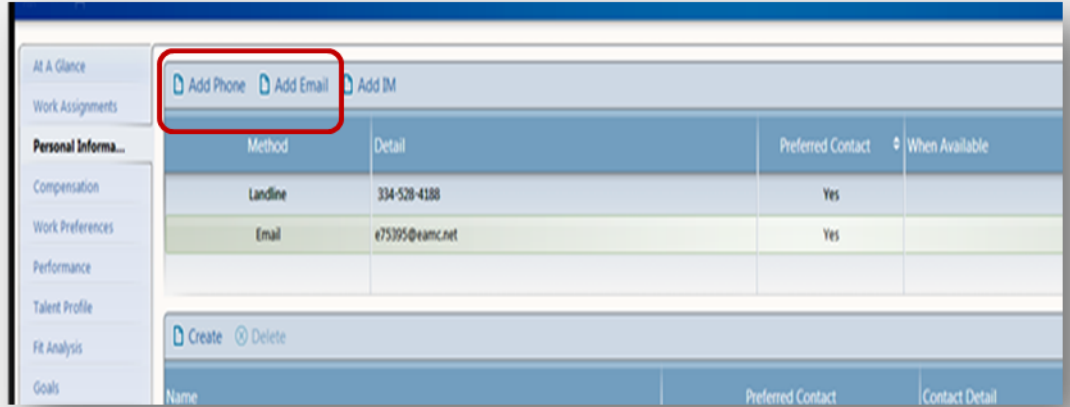
If the administrator returns the address change request, when you click the *Pending Address Requests* link, a red flag appears next to the address request. You can make the changes requested by the administrator, save the changes, and resubmit the request. Or, you can cancel the request.

If the administrator rejects the request, the Pending Address Requests link disappears and no change is made.

If anyone cancels the request, the Pending Address Requests link disappears and no change is made.

6	Updating Your Contact Information				
Step	Action				
<p>1. Access <i>My Profile</i></p>	 <p>The screenshot shows an 'Employee' dashboard with several icons: My Reviews, Manage Goals, View Compensation, My Development, My Mentors, My Profile (highlighted with a red box), Find A Coworker, Life Events, Opportunities, Take Notes, Health And Safety, and To Do.</p>				
<p>2. Click <i>Personal Information</i></p>	 <p>The screenshot shows a 'Personal Information' form with a 'Save' button and an 'Add Address' button. The form contains the following information:</p> <table border="1"> <tr> <td>Landline</td> <td>334-528-4188</td> </tr> <tr> <td>Email</td> <td>hrhelpdesk@eamc.org</td> </tr> </table> <p>Below the form, there are 'Create' and 'Delete' buttons, and a 'Name' field.</p>	Landline	334-528-4188	Email	hrhelpdesk@eamc.org
Landline	334-528-4188				
Email	hrhelpdesk@eamc.org				

3. On the contacts panel, Select **Add Phone** OR **Add Email**



4. Enter the appropriate information

Options Related

Effective Date: 05/01/2015

Active

*Telephone Type: Mobile

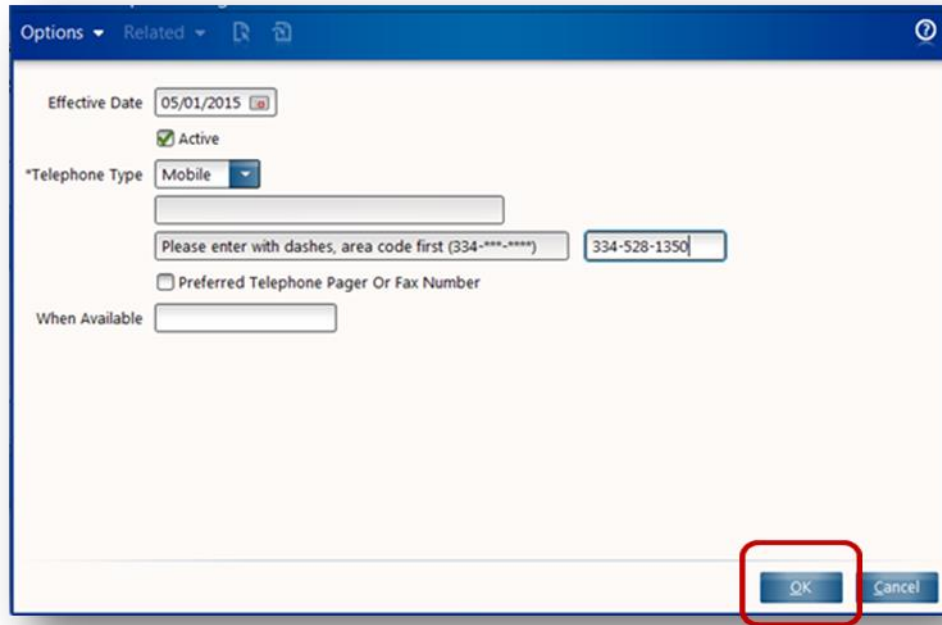
Please enter with dashes, area code first (334-***-****): 334-528-1350

Preferred Telephone Pager Or Fax Number

When Available:

OK Cancel

5. Click **OK**



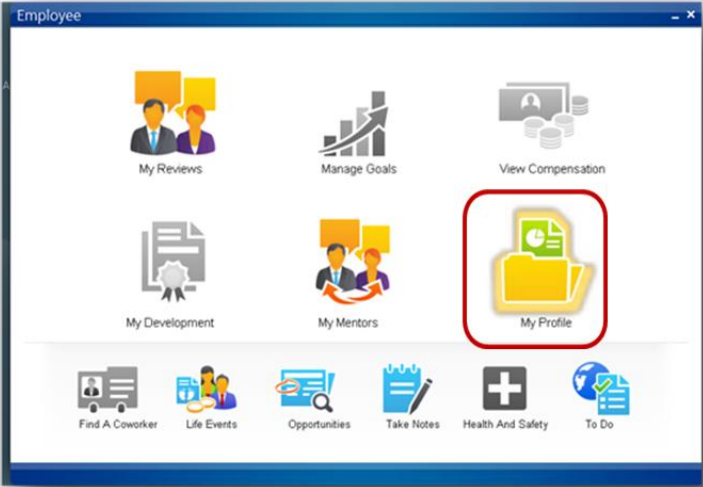
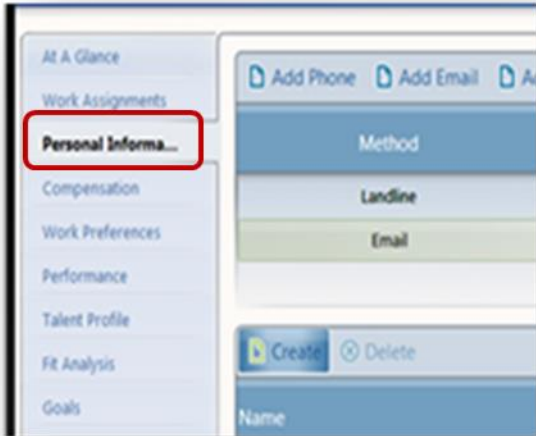
The screenshot shows a software window titled "Options" with a blue header bar. Below the header, there are several fields and controls: "Effective Date" with a date picker set to "05/01/2015"; a checked "Active" checkbox; "*Telephone Type" dropdown menu set to "Mobile"; a text input field for the phone number with a placeholder "Please enter with dashes, area code first (334-***-****)" and a value of "334-528-1350"; an unchecked checkbox for "Preferred Telephone Pager Or Fax Number"; and a "When Available" text input field. At the bottom right, there are "OK" and "Cancel" buttons, with the "OK" button highlighted by a red square.

NOTE: The effective date is required on all forms

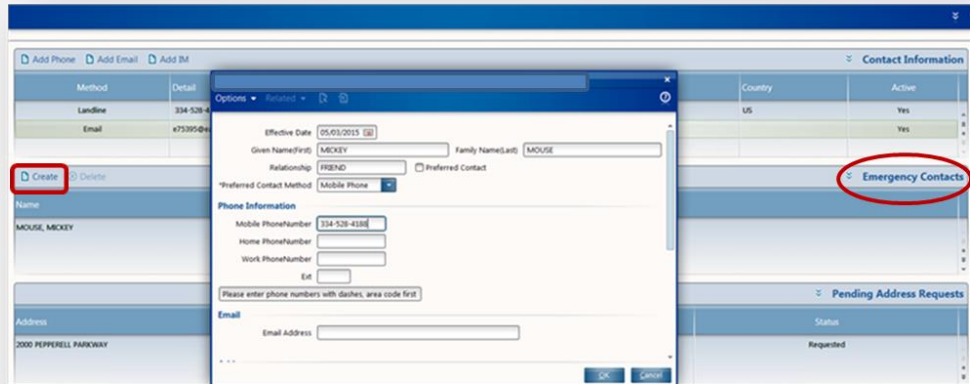
If you selected **Add Phone**, make sure to enter the **phone type**.

You can enter multiple phone numbers of the same type, but only one of each type can be selected as the preferred number. For example, if you have multiple mobile phones, only one can be the preferred mobile phone. You can also enter a preferred land line. Only one telephone number of any kind can be the work phone.

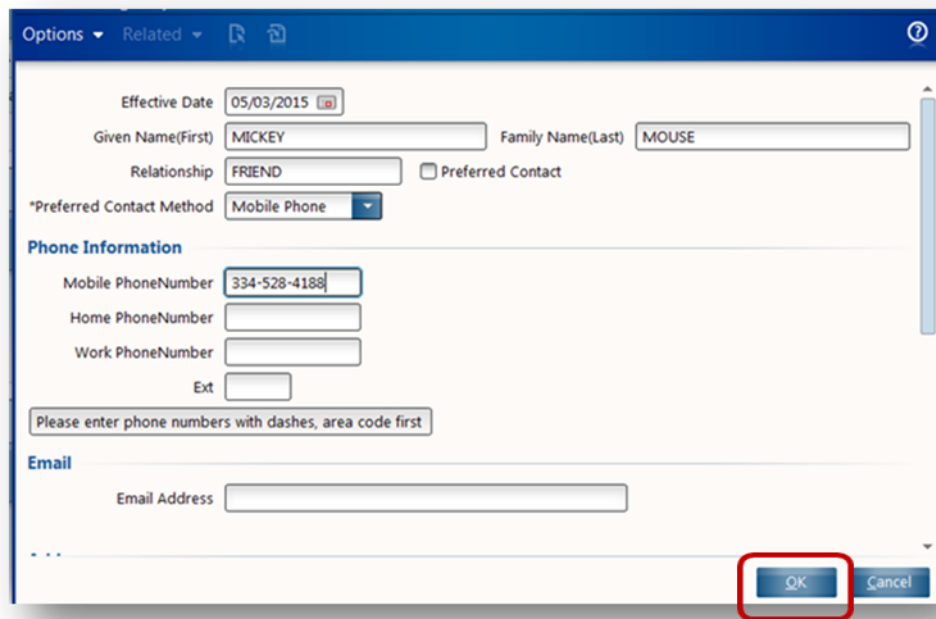
If you selected **Add Email**, all you need to enter is the email address. Your work email will be automatically added in for you and should not be changed. You may add or update a personal email address.

7	Adding an Emergency Contact to Your Profile
Step	Action
1. Access <i>My Profile</i>	 <p>The screenshot shows the 'Employee' portal dashboard. It features several icons for different functions: My Reviews, Manage Goals, View Compensation, My Development, My Mentors, My Profile (highlighted with a red box), Find A Coworker, Life Events, Opportunities, Take Notes, Health And Safety, and To Do.</p>
2. Click on <i>Personal Information</i>	 <p>The screenshot shows a dropdown menu for 'Personal Information'. The menu items include: At A Glance, Work Assignments, Personal Information (highlighted with a red box), Compensation, Work Preferences, Performance, Talent Profile, Fit Analysis, and Goals. The 'Personal Information' option is selected, showing a sub-menu with 'Add Phone', 'Add Email', 'Add Address', 'Method', 'Landline', 'Email', 'Create', and 'Delete' buttons.</p>

3. On the Emergency Contacts panel, select **Create**.





4. Enter required information and click **OK**



Enter the Effective date, the contact's first and last name, the preferred contact method, and as much of the contact information that is available to you.

The Emergency Contact appears immediately.

<h1>8</h1>	<h2>Your Compensation</h2> <p>Viewing your current and historical compensation</p> <p>NOTE: You cannot modify your compensation information</p>
<p>Step</p>	<p>Action</p>
<p>1. Access <i>My Profile</i></p>	 <p>The screenshot shows an 'Employee' dashboard with several icons. The 'My Profile' icon, which depicts a folder with a document, is highlighted with a red rectangular border. Other icons include 'My Reviews', 'Manage Goals', 'View Compensation', 'My Development', 'My Mentors', 'Find A Coworker', 'Life Events', 'Opportunities', 'Take Notes', 'Health And Safety', and 'To Do'.</p>
<p>2. Click on <i>Compensation</i></p>	 <p>The screenshot shows a vertical menu on the left side of a page. The 'Compensation' option is highlighted with a red rectangular border. Other menu items include 'At A Glance', 'Work Assignments', 'Personal Informati...', 'Work Preferences', 'Performance', and 'Talent Profile'. To the right of the menu, a portion of the profile page is visible, showing 'Position' and 'EMPLOYMENT COORDIN'.</p>

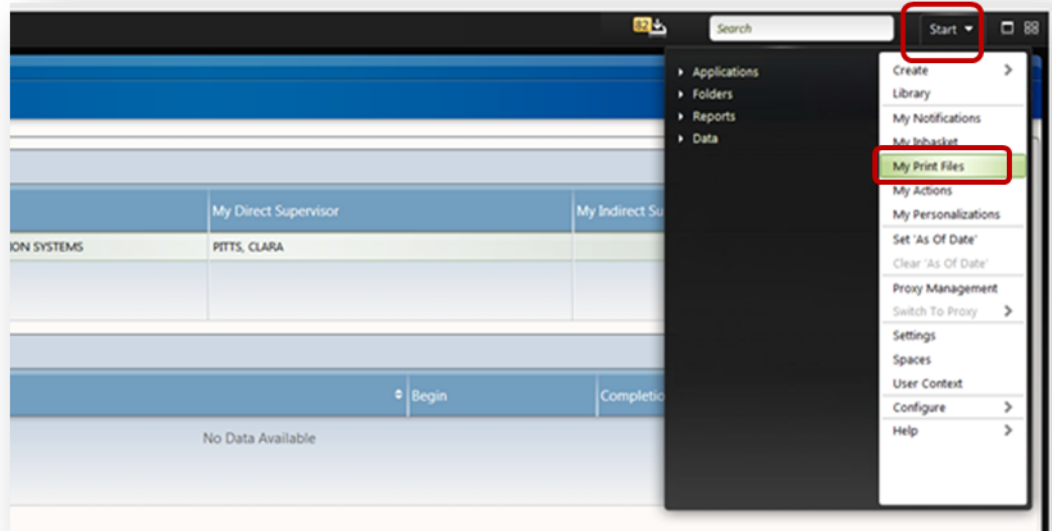
3. On **Compensation by Work Assignment**, open the position.

You can access the following information:

- Your current and historical pay rates
- Any allowances and other pay rates included in your compensation
- Any current or historical compensation programs that you are or were enrolled in

4. Save or Print the file, if desired.

If wanting a PDF version of your current compensation profile, select **Printable Current Compensation**. You can save or print the file. The system also stores the file under **Start, My Print files**



Life Events

****Note: You have 30 days from the date of the life event to make changes to medical, dental, vision and/or FLEX spending accounts** Submitting your life event does not change your benefits. Please submit changes online or call HR to schedule an appointment (528-4188).**

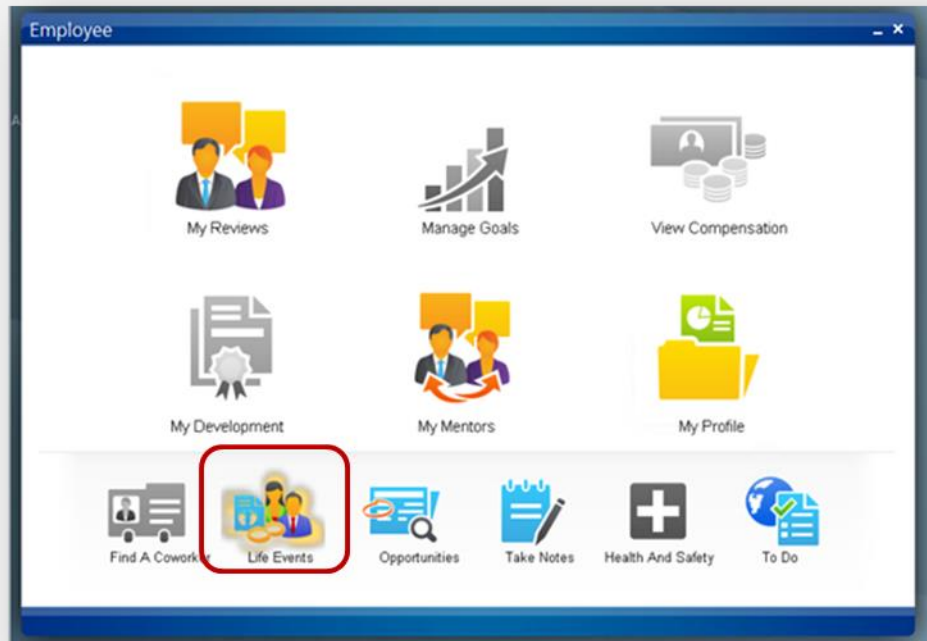
9

Adding a Dependent

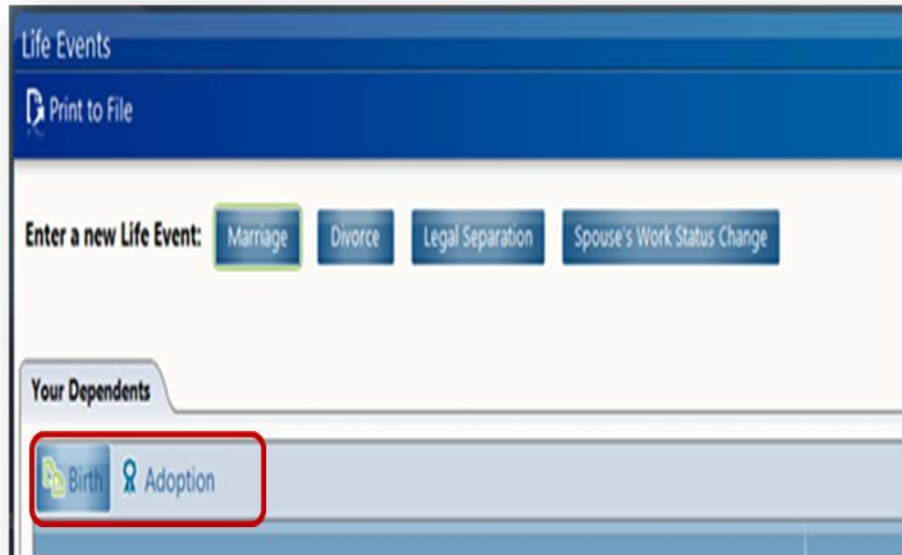
Step

Action

1. In your Employee space, Access **Life Events**



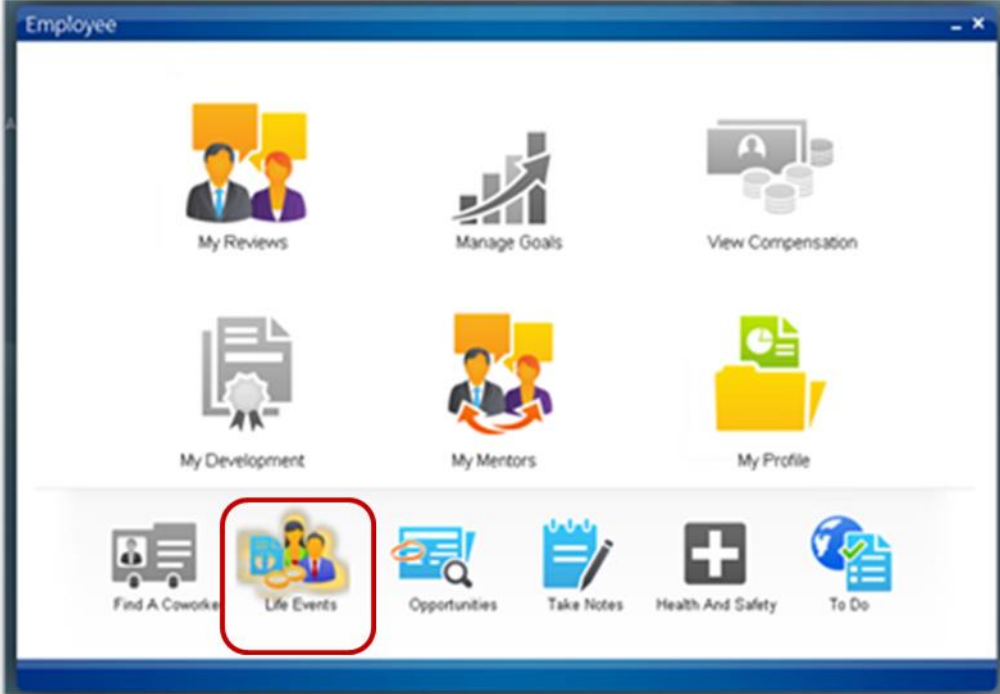
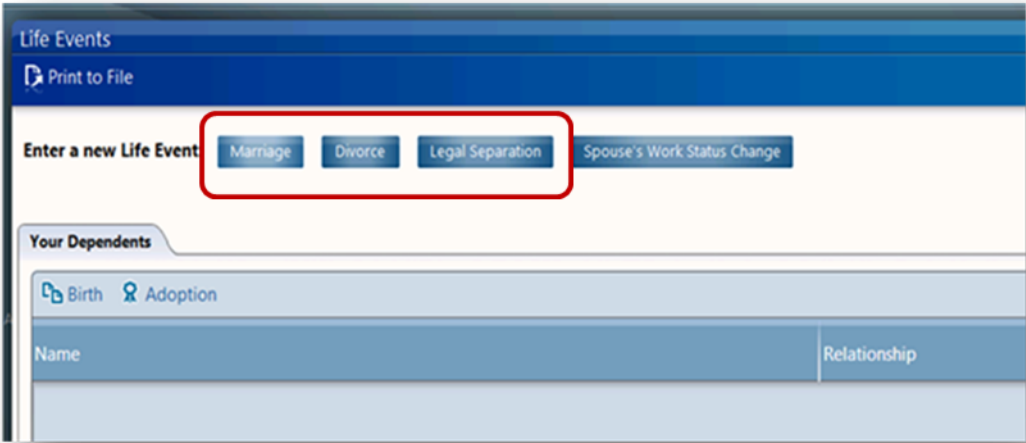
2. On the Your Dependents tab, **select the appropriate event— Birth or Adoption**



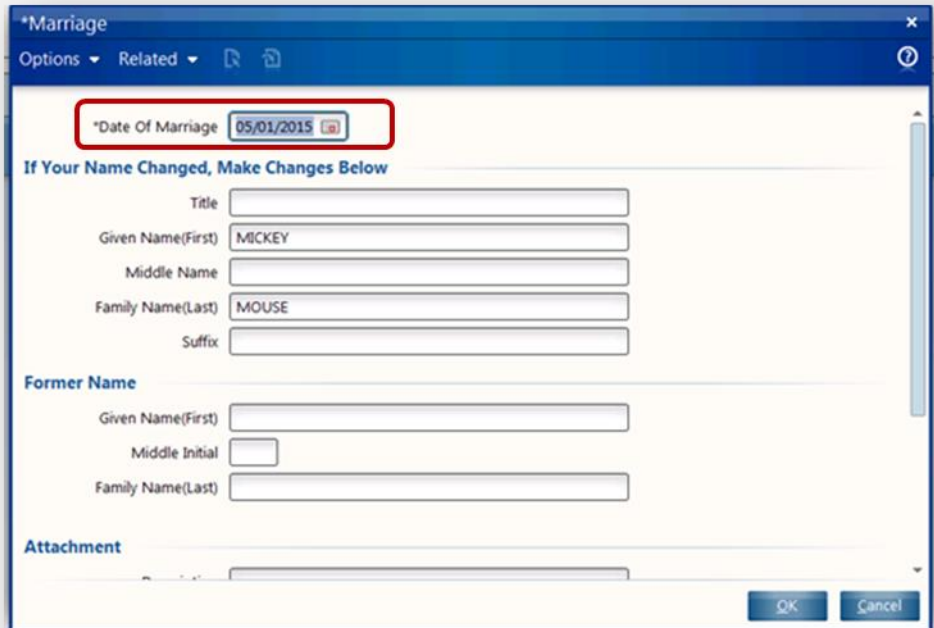
3. Enter the information for the new dependent and click **OK.**

A screenshot of a "Birth" form window. The window title is "*Birth". It has a menu bar with "Options" and "Related" and some icons. The form is divided into two sections: "Name" and "Additional". The "Name" section includes fields for Title, *Given Name(First) (containing "NEW"), Middle Name, *Family Name(Last) (containing "BABY"), Suffix, Preferred Given Name, and Preferred Family Name. The "Additional" section includes fields for Identification Number (containing "111-11-1111"), *Birthdate (containing "05/15/2015"), *Relationship (containing "CHILD"), and *Gender (containing "Female"). At the bottom right of the form, there are "OK" and "Cancel" buttons, both of which are highlighted with a red border.

Enter the identification number for the dependent (his or her social security number).

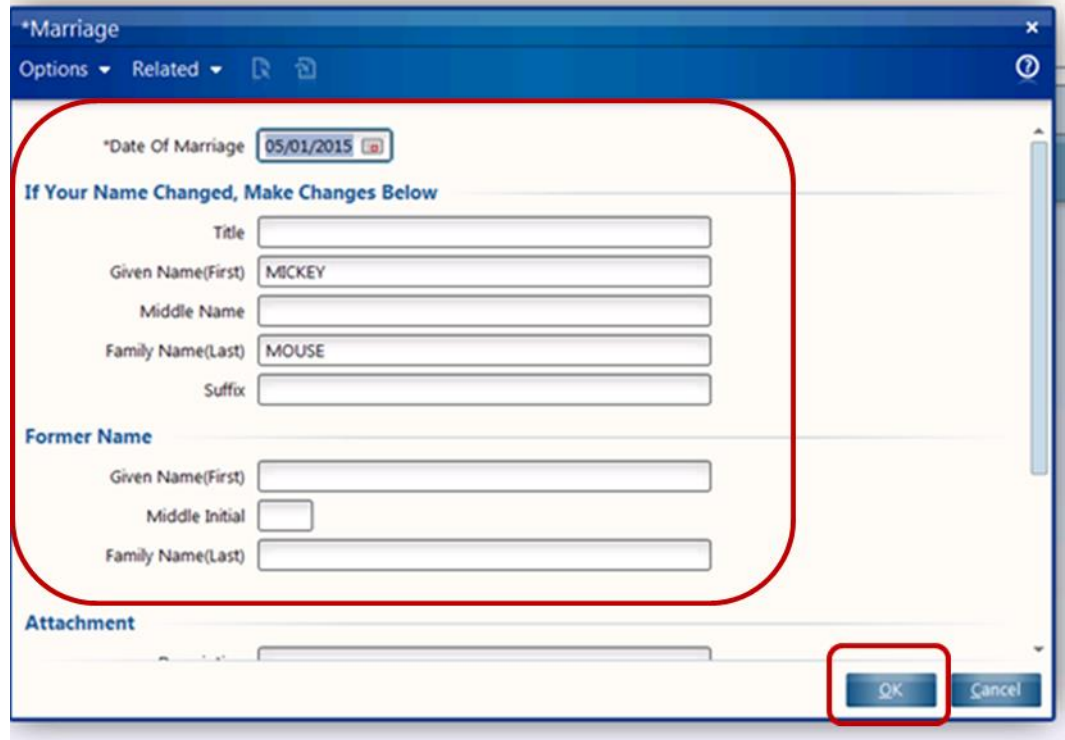
10	Changing Marital Status
Step	Action
<p>1. In your Employee Space, access <i>Life events</i></p>	 <p>The screenshot shows the 'Employee' dashboard with various icons. The 'Life Events' icon, which depicts a family, is highlighted with a red rectangular box. Other visible icons include 'My Reviews', 'Manage Goals', 'View Compensation', 'My Development', 'My Mentors', 'My Profile', 'Find A Coworker', 'Opportunities', 'Take Notes', 'Health And Safety', and 'To Do'.</p>
<p>2. Select <i>Marriage, Divorce, or Legal Separation</i></p>	 <p>The screenshot shows the 'Life Events' selection screen. Under the heading 'Enter a new Life Event', there are four buttons: 'Marriage', 'Divorce', 'Legal Separation', and 'Spouse's Work Status Change'. The first three buttons are grouped together and highlighted with a red rectangular box. Below this, there is a section for 'Your Dependents' with options for 'Birth' and 'Adoption', and a table with columns for 'Name' and 'Relationship'.</p>

3. Enter **the date** of the marriage, divorce, or legal separation.

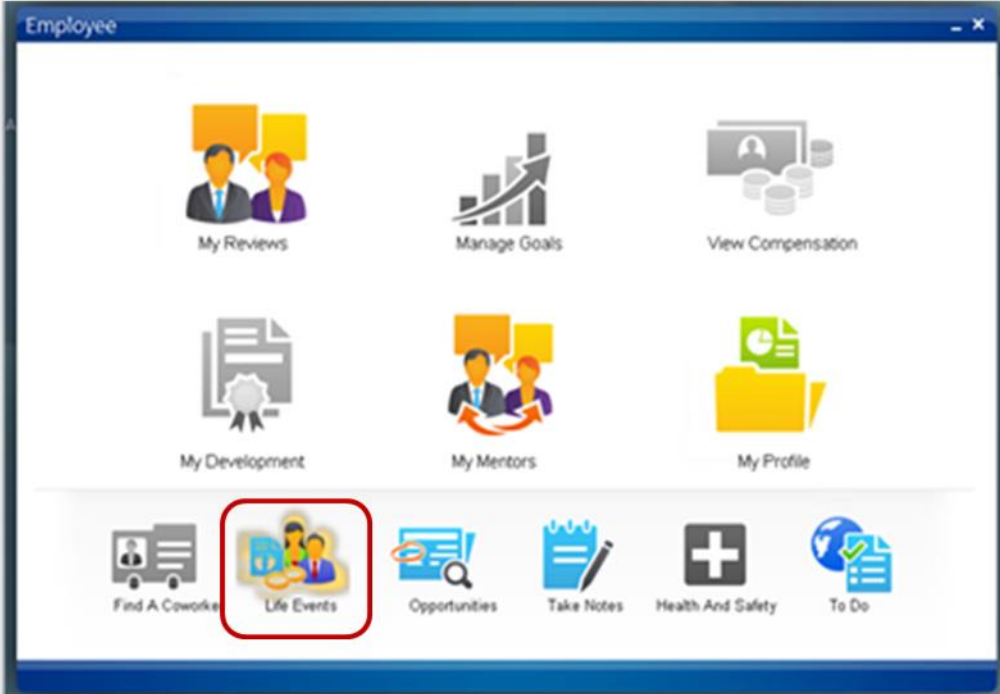


The screenshot shows a dialog box titled "*Marriage" with a blue header bar. Below the header are "Options" and "Related" dropdown menus, and icons for help and refresh. The main content area has a red box around the "*Date Of Marriage" field, which contains the date "05/01/2015" and a calendar icon. Below this is a section titled "If Your Name Changed, Make Changes Below" with input fields for Title, Given Name (First) (containing "MICKEY"), Middle Name, Family Name (Last) (containing "MOUSE"), and Suffix. A "Former Name" section has fields for Given Name (First), Middle Initial, and Family Name (Last). An "Attachment" field is at the bottom. "OK" and "Cancel" buttons are in the bottom right corner.

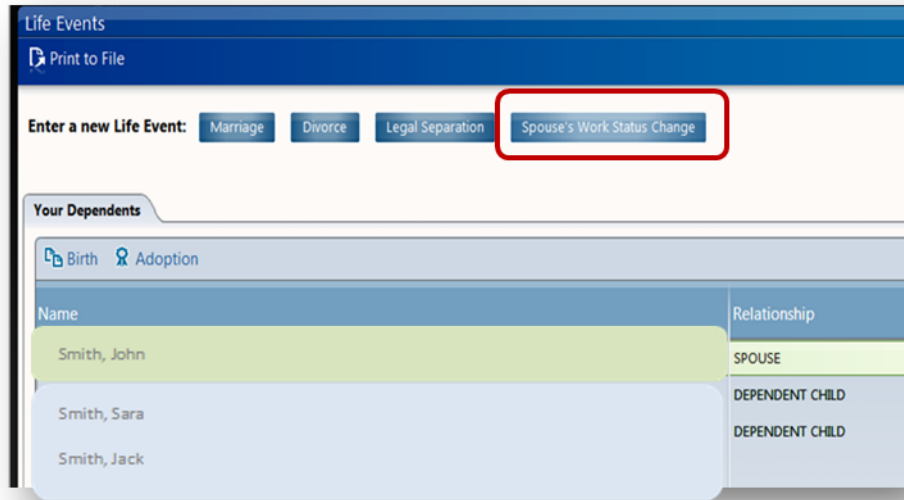
4. If you changed your name due to a change in marital status, **enter your new last and first name, and your former last and first name and click OK**



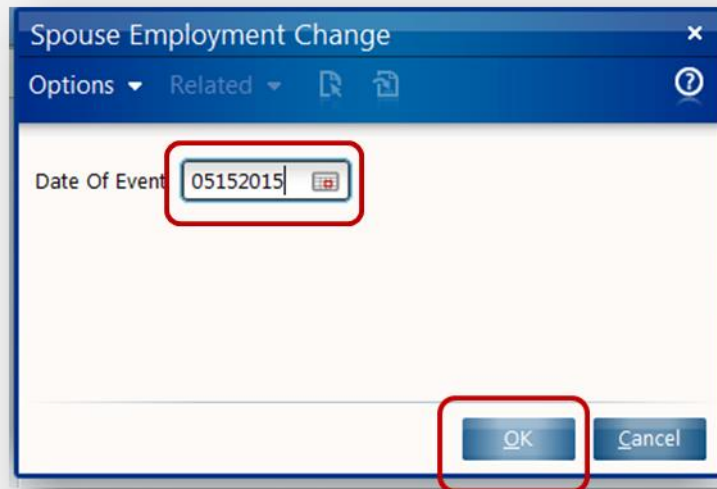
This screenshot is similar to the previous one, but with a large red rounded rectangle highlighting the "If Your Name Changed, Make Changes Below" section, including the Title, Given Name (First) (containing "MICKEY"), Middle Name, Family Name (Last) (containing "MOUSE"), and Suffix fields. A smaller red box highlights the "OK" button in the bottom right corner.

5. Visit HR	<p>If your name is changing, you MUST bring documentation to Human Resources in order for the change to go into effect. Your changes do not appear immediately in your profile. They appear on the Pending tab of the Life Events form. They will NOT be approved until Human Resources receives copies of your supporting documentation to change your name.</p>
11	Changing Spouse's Employment
	<p>If your spouse has a change in employment circumstances, such as losing his or her employment, you can enter a life event that will allow you to update your benefits if necessary.</p>
1. Click on Life Events	 <p>The screenshot shows the 'Employee' portal interface. It features a grid of icons for various functions: My Reviews, Manage Goals, View Compensation, My Development, My Mentors, My Profile, Find A Coworker, Life Events (highlighted with a red box), Opportunities, Take Notes, Health And Safety, and To Do.</p>

2. Select
**Spouses'
Work Status
Change**



3. Enter the
date of the
event, and
click **OK**

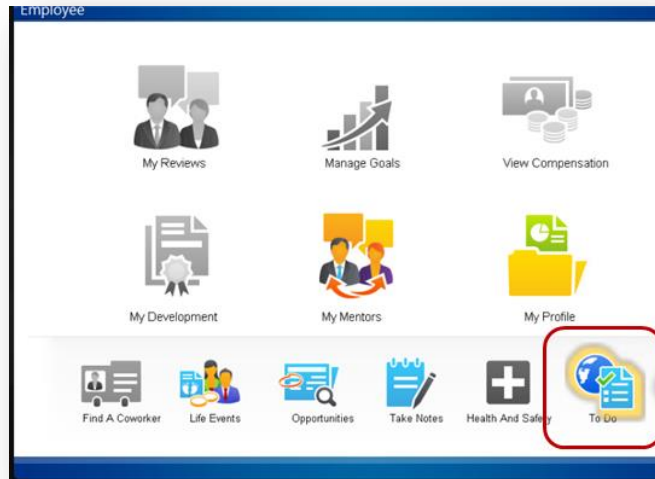


12

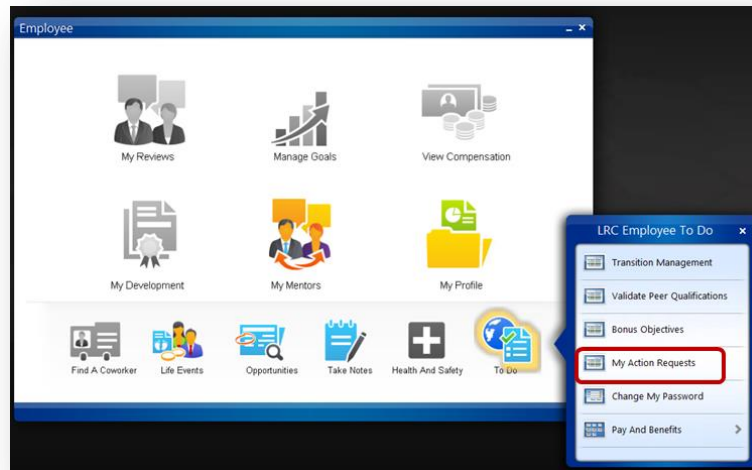
Accessing Your Action Requests

You can view the action requests that you initiated from your To Do menu

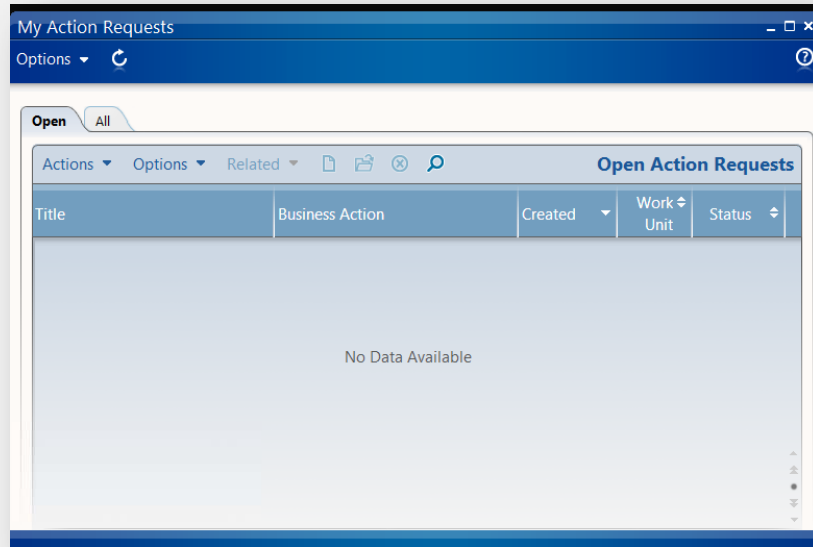
1. Access **To do**

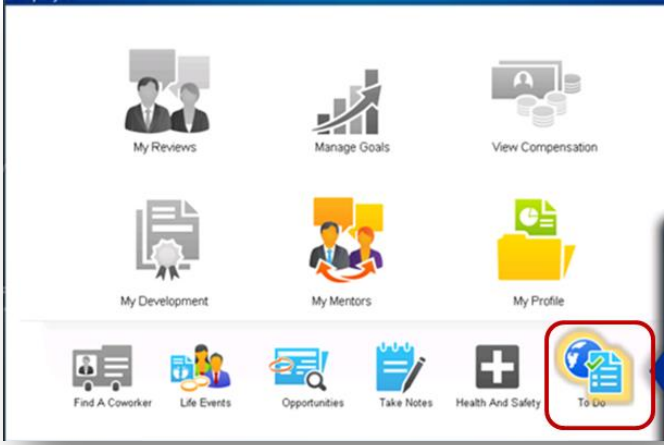
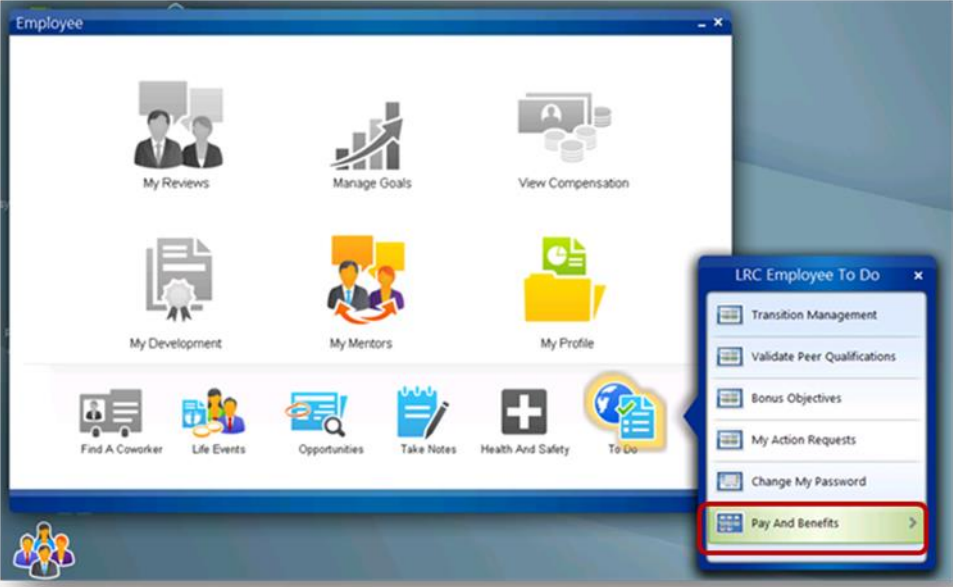


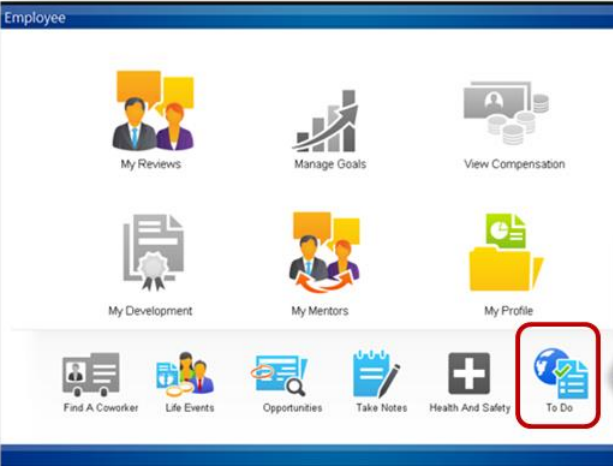
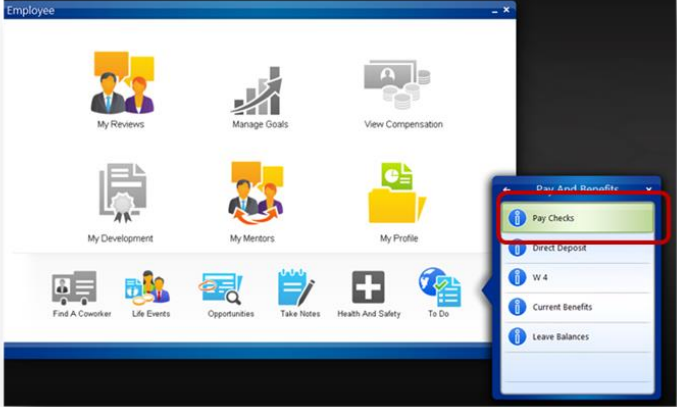
2. Click on **My Action Requests**



3. Click an **Action Request Work Unit** to view the status of the action request.



<p style="text-align: center; font-size: 2em;">13</p>	<p style="text-align: center;">Accessing Your Pay and Benefits Information</p>
<p>1. Access To Do</p>	 <p>A screenshot of the Employee dashboard showing various icons for 'My Reviews', 'Manage Goals', 'View Compensation', 'My Development', 'My Mentors', 'My Profile', 'Find A Coworker', 'Life Events', 'Opportunities', 'Take Notes', 'Health And Safety', and 'To Do'. The 'To Do' icon, which features a blue globe and a document, is highlighted with a red rectangular border.</p>
<p>2. Click on Pay and Benefits</p>	 <p>A screenshot of the Employee dashboard with the 'To Do' dropdown menu open. The dropdown menu is titled 'LRC Employee To Do' and lists several items: 'Transition Management', 'Validate Peer Qualifications', 'Bonus Objectives', 'My Action Requests', 'Change My Password', and 'Pay And Benefits'. The 'Pay And Benefits' item is highlighted with a red rectangular border.</p>
<p>3. View Information</p>	<p>Click the menu item for the information you want to see.</p>

<p style="font-size: 2em; text-align: center;">14</p>	<h3>Viewing Paychecks</h3> <p>You will no longer view your Paycheck or ETO/SK balances in the OPIE System. The first paycheck you will view in INFOR Employee Self Service will be the July 3, 2015 pay check. You will continue to use the OPIE System to view your time entry/clock punches.</p>
<p>Step</p>	<p>Action</p>
<p>1. Click <i>To Do</i></p>	 <p>The screenshot shows the 'Employee' dashboard with various icons. The 'To Do' icon, located at the bottom right, is highlighted with a red rectangular box.</p>
<p>2. Click on <i>Pay Checks</i></p>	 <p>The screenshot shows the 'Employee' dashboard with the 'To Do' icon selected. A dropdown menu is open, showing options: 'Pay Checks', 'Direct Deposit', 'W-4', 'Current Benefits', and 'Leave Balances'. The 'Pay Checks' option is highlighted with a red rectangular box.</p>

3. Click on the specific date

Date	Gross	Net
01/16/2015	1958.00	1259.23
01/02/2015	1833.60	933.43
12/31/2014	600.00	
12/19/2014	1833.60	820.08
12/05/2014	1833.60	858.68
11/21/2014	1833.60	855.12
11/20/2014	940.46	737.64
11/07/2014	1764.84	888.75
10/24/2014	1833.60	920.28
10/10/2014	1812.00	951.70
09/26/2014	1812.00	823.15
09/12/2014	1812.00	951.70

4. View Paycheck details

Date	Gross	Net
04/24/2015	1833.60	920.78
04/10/2015	1833.60	950.17
03/27/2015	1833.60	930.06
03/13/2015	1833.60	896.78
02/27/2015	1833.60	912.39
02/13/2015	1833.60	945.70
01/30/2015	1833.60	939.92
01/16/2015	1833.60	886.52
01/02/2015	1833.60	933.43
12/31/2014	600.00	

Pay	Hours	Wages
EARNED TIME OFF	8.00	183.36
REG PAY FIRST SHIFT	72.00	1650.24
Total	80.00	1833.60

Deduction	Amount	Taxable Wages
FEDERAL WITH TAX	91.01	1327.89
FICA TAX	89.15	1437.91
OPELIKA LOCAL TAX	27.50	1833.60
STATE TAX	44.34	1327.89
FICA MEDICARE	20.85	1437.91
Total	272.85	

Deduction	Amount
457% Plan Employee	110.02
Med Plan Employee	150.46
Outside Dep Care	192.30
Dental Employee	42.09
Health Care Spending Account	10.00
Vision Plan	0.84
Total	505.71

Check Number	Amount
1167063	886.52

Pay Checks

Payments		
Date	Gross	Net
04/24/2015	1833.60	920.78
04/10/2015	1833.60	950.17
03/27/2015	1833.60	930.06
03/13/2015	1833.60	896.78
02/27/2015	1833.60	912.39
02/13/2015	1833.60	945.70
01/30/2015	1833.60	939.92
01/16/2015	1833.60	886.52
01/02/2015	1833.60	933.43
12/31/2014	600.00	

Summary	
Check Number	1167063
Payment Date	01/16/2015
Period End Date	01/10/2015
Gross Wages	1833.60
Net Pay	886.52
Check Amount	
Currency	USD
Routing Number	
Bank Account	
Description	
Deposit Amount	886.52

After-Tax Deductions	
Deduction	Amount
Outside Dep Care	192.30
Dental Employee	42.09
Health Care Spending Account	10.00
Vision Plan	0.84
Total	505.71

Company Deductions	
Deduction	Amount
CORNERSTONE FUND	1.00
MISC.RELIEF FUND	1.00
GIFT SHOP DEDUCT	38.34
PHARMACY DEDUCTION	15.06
Short Term Disability	20.82
529 Plan	92.30
Total	168.52

5. Click on **printable pay stub**, if desired

Pay Checks

Payments		
Date	Gross	Net
04/24/2015	1833.60	920.78
04/10/2015	1833.60	950.17
03/27/2015	1833.60	930.06
03/13/2015	1833.60	896.78
02/27/2015	1833.60	912.39
02/13/2015	1833.60	945.70
01/30/2015	1833.60	939.92
01/16/2015	1833.60	886.52
01/02/2015	1833.60	933.43
12/31/2014	600.00	

Summary	
Check Number	1167063
Payment Date	01/16/2015
Period End Date	01/10/2015
Gross Wages	1833.60
Net Pay	886.52
Check Amount	
Currency	USD
Routing Number	
Bank Account	
Description	
Deposit Amount	886.52

After-Tax Deductions	
Deduction	Amount
Outside Dep Care	192.30
Dental Employee	42.09
Health Care Spending Account	10.00
Vision Plan	0.84
Total	505.71

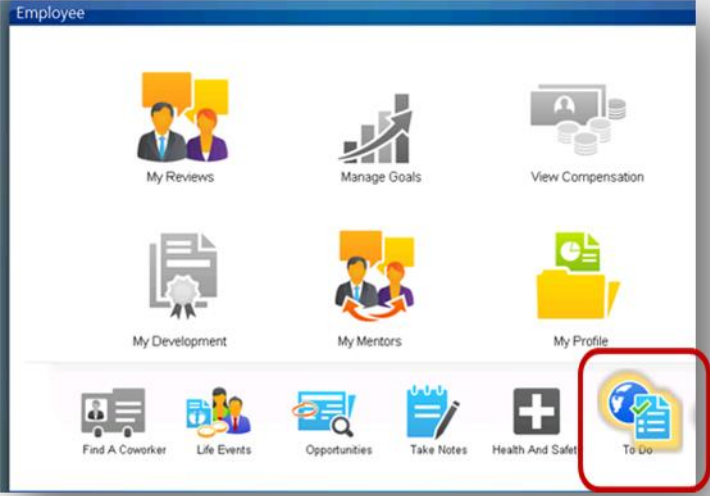
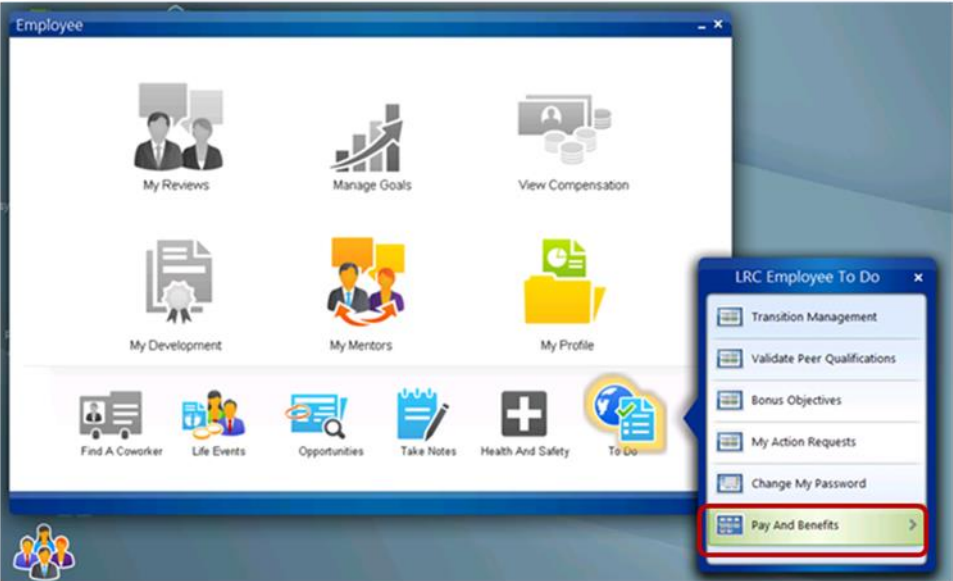
Company Deductions	
Deduction	Amount
CORNERSTONE FUND	1.00
MISC.RELIEF FUND	1.00
GIFT SHOP DEDUCT	38.34
PHARMACY DEDUCTION	15.06
Short Term Disability	20.82
529 Plan	92.30
Total	168.52

6. Print

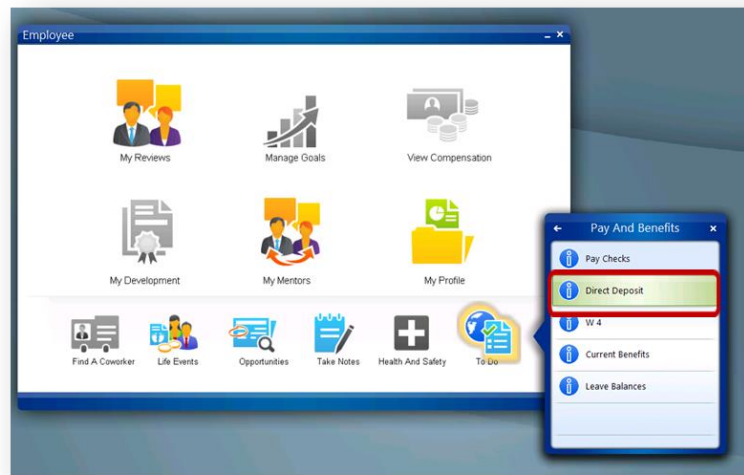
Summary				
Description	Hours	Current	Year to Date	
Total Gross	80.00	1833.60	3667.20	
Total Deductions		947.08	1847.25	
Total Net		886.52	1819.95	

Earnings				
Description	Hours	Rate	Current	Year to Date
EARNED TIME OFF	8.00		183.36	550.08
REG PAY FIRST SHIFT	72.00		1650.24	3117.12

Deductions			
Description	Current	Year to Date	
CORNERSTONE FUND	1.00	2.00	
MISC.RELIEF FUND	1.00	2.00	
GIFT SHOP DEDUCT	38.34	75.69	
FEDERAL W/H TAX	91.01	188.40	
FICA TAX	89.15	180.94	
OPELIKA LOCAL TAX	27.50	55.00	
STATE TAX	44.34	90.49	
FICA MEDICARE	20.85	42.32	
STATE UNEMPLOYMENT			
Short Term Disability	20.82	41.64	
Vision Plan Company	1.94	4.30	
Med Plan Company	247.38	494.76	
457% Plan Employee	110.02	220.04	
Med Plan Employee	150.46	300.92	
Outside Dep Care	192.30	384.60	

15	Direct Deposit Information
Step	Action
1. Click on To Do	 <p>The screenshot shows the 'Employee' dashboard with various icons. The 'To Do' icon, located at the bottom right, is highlighted with a red rectangular box. Other icons include My Reviews, Manage Goals, View Compensation, My Development, My Mentors, My Profile, Find A Coworker, Life Events, Opportunities, Take Notes, and Health And Safety.</p>
2. Click on Pay and Benefits	 <p>The screenshot shows the 'Employee' dashboard with the 'To Do' icon clicked. A dropdown menu titled 'LRC Employee To Do' is open, listing several options. The 'Pay And Benefits' option at the bottom is highlighted with a red rectangular box. Other options in the menu include Transition Management, Validate Peer Qualifications, Bonus Objectives, My Action Requests, and Change My Password.</p>

3. Click on
Direct Deposit



4. View Direct
Deposit
Information

Direct Deposit

Accounts

You may open up to 2 accounts.

Bank	Account	Description	Type
WELLS FARGO	1. 7865890 Default	25481	Savings 100.00%

ADD

Authorization

I hereby authorize my employer, East AL Healthcare Authority, to initiate credit entries and if necessary, to initiate debit entries and adjustments for any credit entries in error to my accounts.

This authority is to remain in full force until East AL Healthcare Authority has received written notification from me of its termination in such timely manner as to give East AL Healthcare Authority and my financial institution a reasonable opportunity to act on it, or until the termination of my employment.

I agree with this statement.
 I do not agree with this statement.

5. To change your current direct deposit, you must first ADD a new account and THEN close the old account.

The screenshot shows the 'Add Account' form with a red border. The form includes the following fields and values:

- Bank:** BANK OF AMERICA
- Description:** Vacation
- Account Type:** Checking Savings
- Routing Number:** 011000138
- Account Number:** 52152151218
- Deposit:** AMOUNT

Required fields are indicated by red asterisks. The form also displays the name and address of the account holder: KIMBERLY K. ROGERS, 20 Fox Parkway, Opelika, AL 36801, US.

6. Add all required information.

Required information is noted with red dots.

7. Search for Bank by clicking the magnifying glass on the right side of the box

The screenshot shows a close-up of the 'Bank' search field. The text 'BANK OF AMERICA' is entered in the search box. A magnifying glass icon is located on the right side of the search box and is highlighted with a red square. The 'Description' field below it contains the text 'Vacation'.

8. Type your **routing number** and click **filter**

Routing Number	Bank
11000138	BANK OF AMERICA
21101108	WELLS FARGO
21200339	BANK OF AMERICA
21407912	NORTH FORK BANK
21409169	JP MORGAN
21909478	FLA AIRCRAFT FED CR
22302786	STEBEN TRUST CO

View 25 Previous Next Records 1 - 25

9. If your bank does NOT exist

Please call 528-4188

8. Type a name in the **description field**: this is a free text field. Some examples are checking, savings, vacation, kids fund, etc.

Bank*

Description*

Deposit _____ AMOUNT

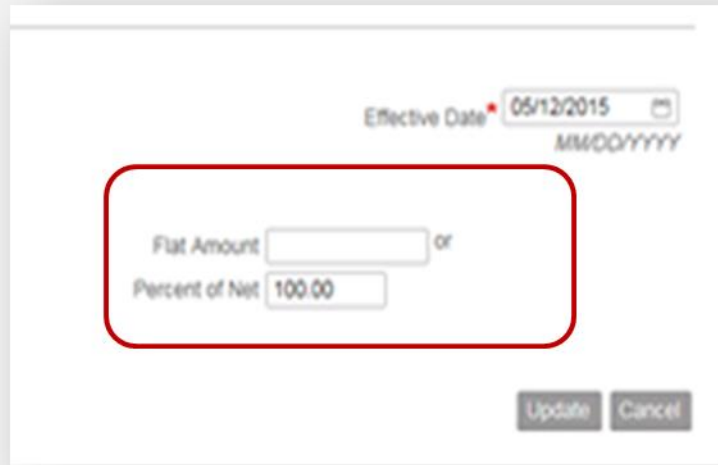
Number*

9. Check the **checking or savings** field



A screenshot of a web form. The 'Bank' field is empty. The 'Description' field contains 'VACATION'. The 'Account Type' field has radio buttons for 'Checking' (selected) and 'Savings'. The 'Deposit' field is empty, and the 'AMOUNT' field is empty. The 'Account Number' field is empty.

10. Choose the flat amount or the % of pay you would like to go into that account. If you only have one account, ensure that it is set up for 100 Percent of Net.



A screenshot of a web form. The 'Effective Date' field contains '05/12/2015' with a calendar icon. Below it is the text 'MMDD/YYYY'. The 'Flat Amount' field is empty, and the 'Percent of Net' field contains '100.00'. The 'Update' and 'Cancel' buttons are visible at the bottom right.

11. Enter your account number. Carefully check to ensure this is entered correctly as if it is incorrect, this can affect you getting paid timely.

Add Account

*Required

Bank NORTH FORK BANK

Description VACATION

KIMBERLY K. ROGERS
20 Fox Parkway
Opelika, AL 36801
US

Deposit AMOUNT

Routing Number 021407912 Account Number 5454545485

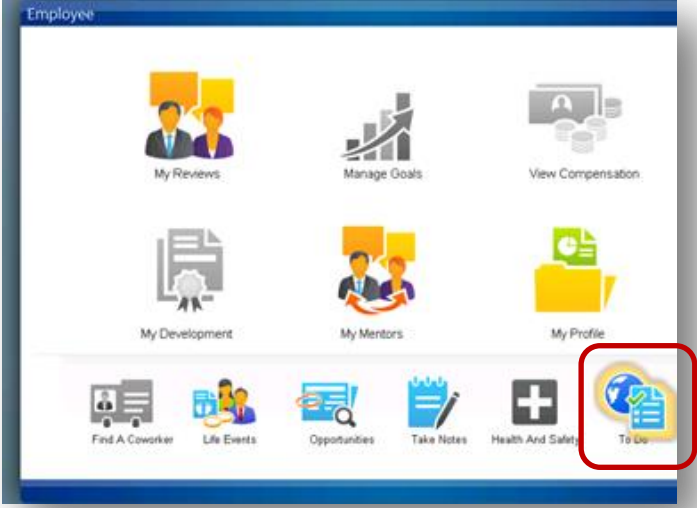
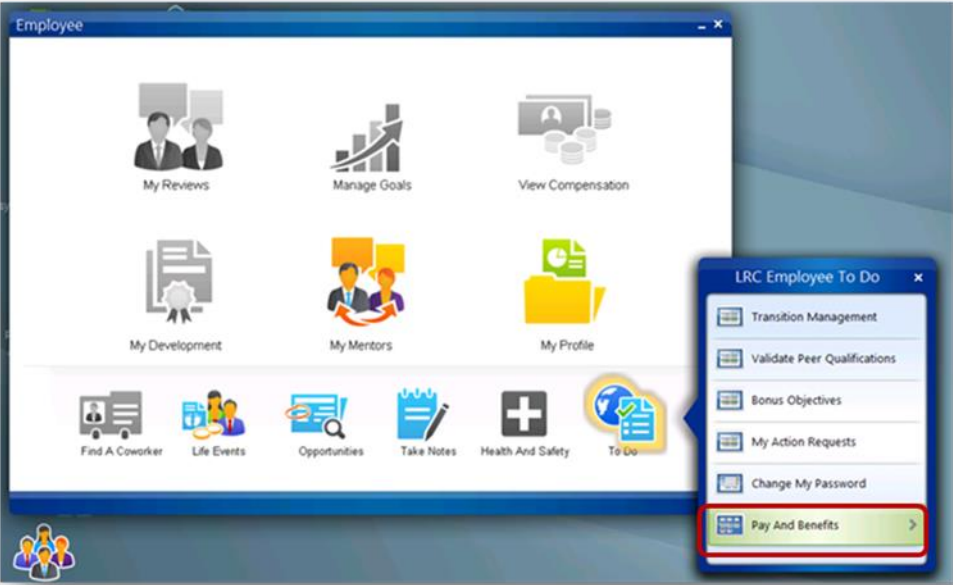
12. Click **Update**

Effective Date 05/12/2015
MMDDYYYY

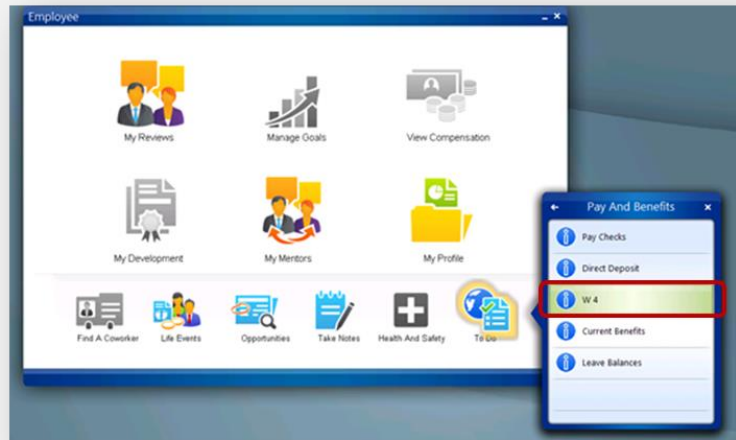
Account Type Checking Savings

Flat Amount or
Percent of Net 100.00

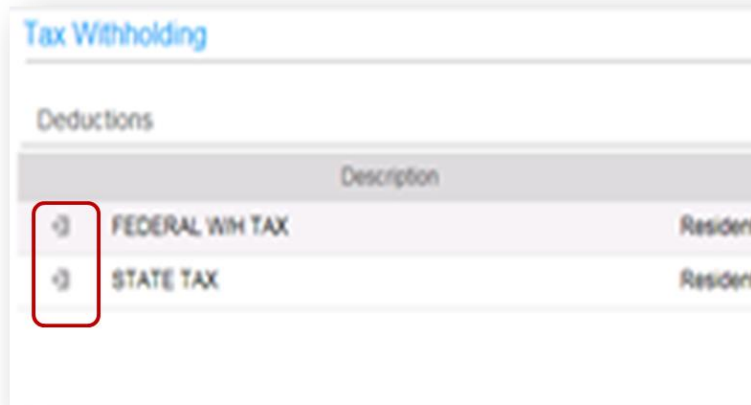
Update Cancel

16	Viewing and Updating Tax Information
Step	Action
<p>1. Access <i>To Do</i></p>	 <p>The screenshot shows the 'Employee' dashboard with various icons. The 'To Do' icon, located at the bottom right, is circled in red. Other icons include My Reviews, Manage Goals, View Compensation, My Development, My Mentors, My Profile, Find A Coworker, Life Events, Opportunities, Take Notes, and Health And Safety.</p>
<p>2. Click on <i>Pay and Benefits</i></p>	 <p>The screenshot shows the 'Employee' dashboard with the 'To Do' icon clicked. A dropdown menu titled 'LRC Employee To Do' is open, listing several options. The 'Pay And Benefits' option at the bottom is highlighted with a red box. Other options include Transition Management, Validate Peer Qualifications, Bonus Objectives, My Action Requests, and Change My Password.</p>

3. Click **W4**

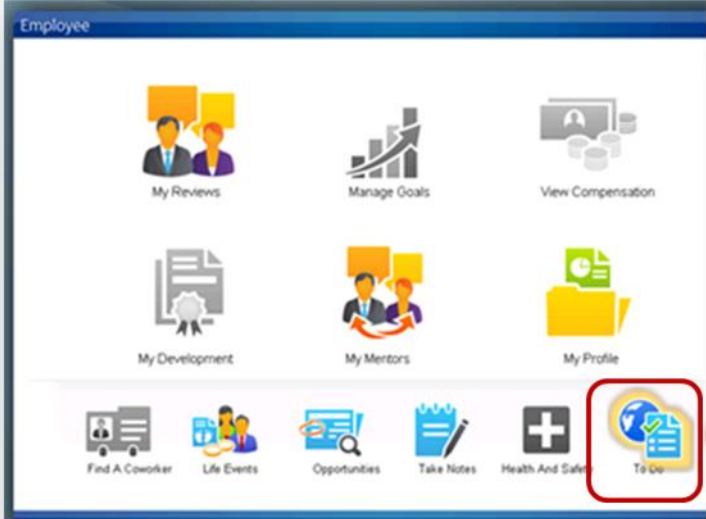
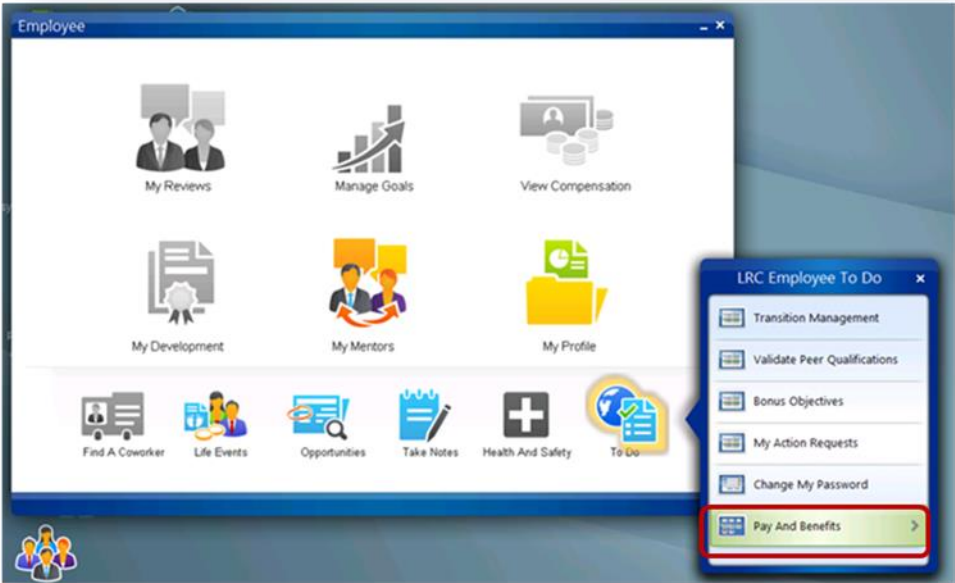


4. Click on the **envelope to the left** of the Federal or State Tax description to update your taxes

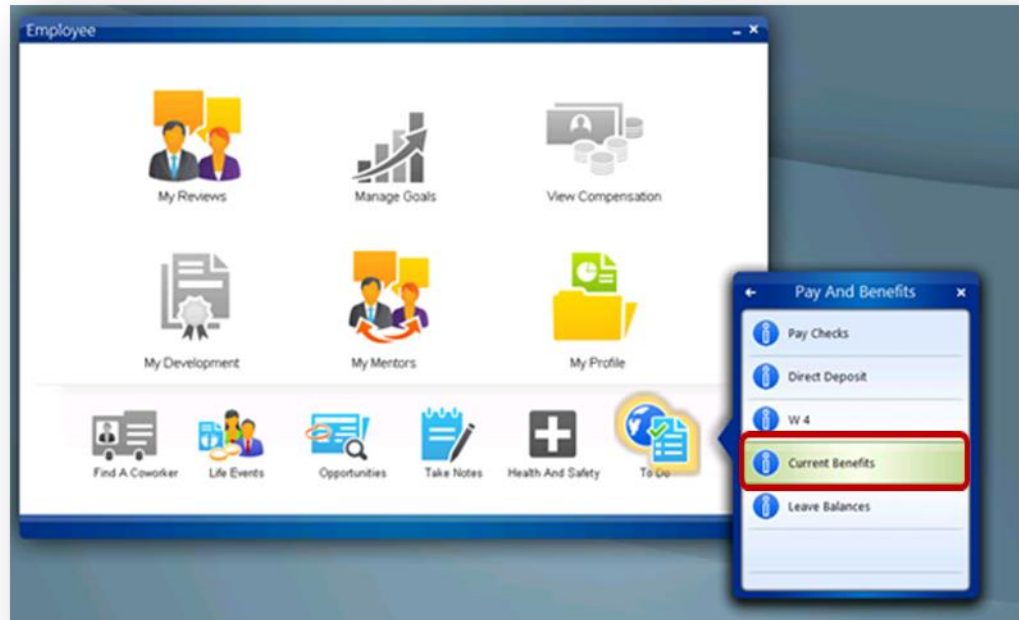


5. Make needed changes and Click **Continue**

The image shows a 'W-4 Form' titled 'Employee's Withholding Allowance Certificate' for the year 2015. The form includes fields for 'Your first name and middle initial' (KIMBERLY K.), 'Last name' (ROGERS), and 'Your social security number' (4985). There are also sections for 'Total number of allowances you are claiming' and 'Additional amount, if any, you want withheld from each paycheck'. At the bottom right, there is a 'Continue' button highlighted with a red box, along with 'Back' and 'Print' buttons.

17	Viewing Current Benefits (View Only)
Action	Details
<p>1. Access <i>To Do</i></p>	 <p>The screenshot shows the 'Employee' dashboard with various icons. The 'To Do' icon, located at the bottom right of the dashboard, is highlighted with a red rectangular box.</p>
<p>2. Click on <i>Pay and Benefits</i></p>	 <p>The screenshot shows the 'Employee' dashboard with the 'To Do' icon clicked, opening a dropdown menu titled 'LRC Employee To Do'. The 'Pay And Benefits' option at the bottom of the menu is highlighted with a red rectangular box.</p>

3. Click
Current Benefits



4. You will be directed to a page showing your current benefits

Current Benefits

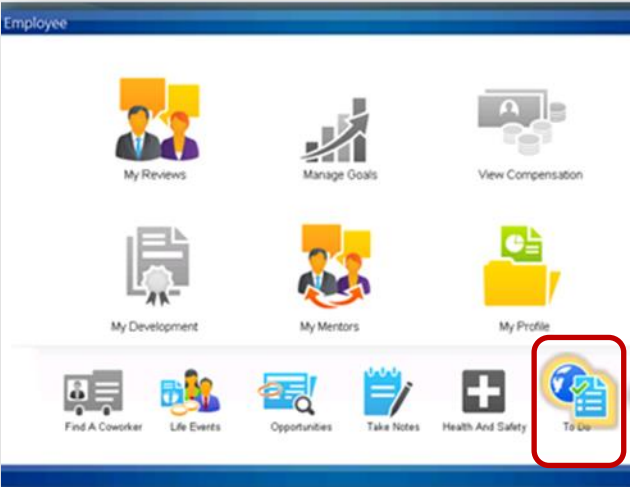
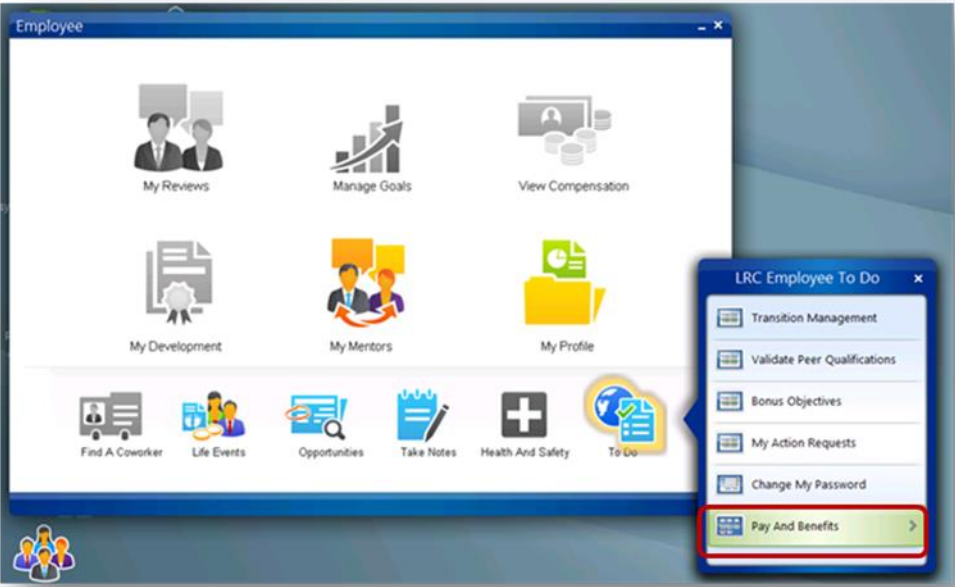
Benefit Plans and Coverage

Select an effective date. Costs are per Pay Period.

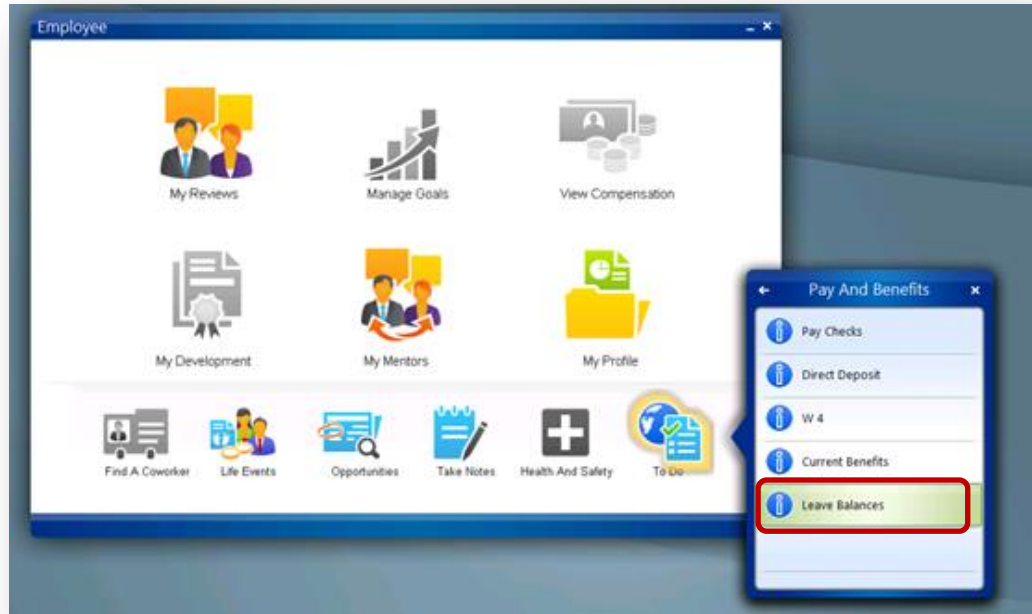
Effective Date: 05/12/2015

MMDDYYYY

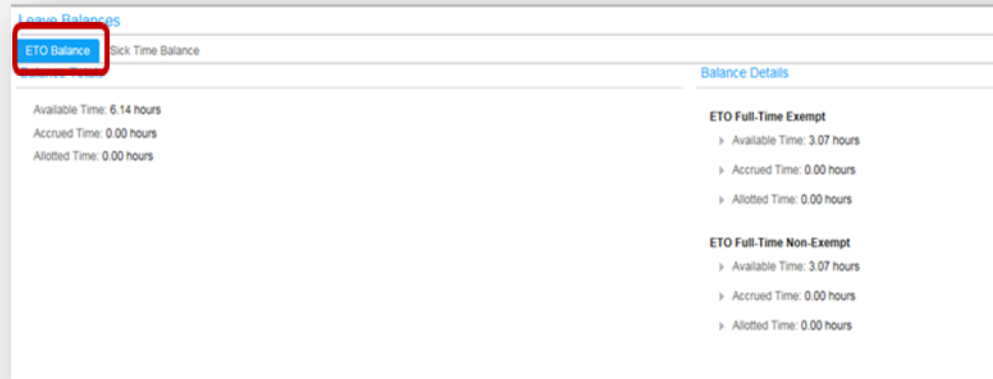
Type of Plan	Plan	Start Date	Coverage
Defined Contribution	4575 % Plan Employee	01/01/2014	
Dental	Dental Plan Employee	01/01/2014	
Disability	Long Term Disability	01/01/2014	
Employee Life	Basic Term Life Company	01/01/2014	
Health	MEDICAL PLAN EMPLOYEE	01/01/2014	

<p style="text-align: center; font-size: 2em;">18</p>	<p style="text-align: center;">Viewing Leave Balances (ETO/Sick Time)</p>
<p style="text-align: center;">Action</p>	<p style="text-align: center;">Details</p>
<p>1. Access To Do</p>	 <p>The screenshot shows the 'Employee' dashboard with various icons. The 'To Do' icon, located at the bottom right of the dashboard, is highlighted with a red rectangular box.</p>
<p>2. Click Pay and Benefits</p>	 <p>The screenshot shows the 'Employee' dashboard with the 'To Do' icon clicked. A dropdown menu titled 'LRC Employee To Do' is open, listing several items. The 'Pay And Benefits' item at the bottom of the list is highlighted with a red rectangular box.</p>

3. Click **Leave Balances**



4. You will be directed to a page showing your current ETO/Sick Balances



5. Click the **Sick Time Balance** Tab to View

