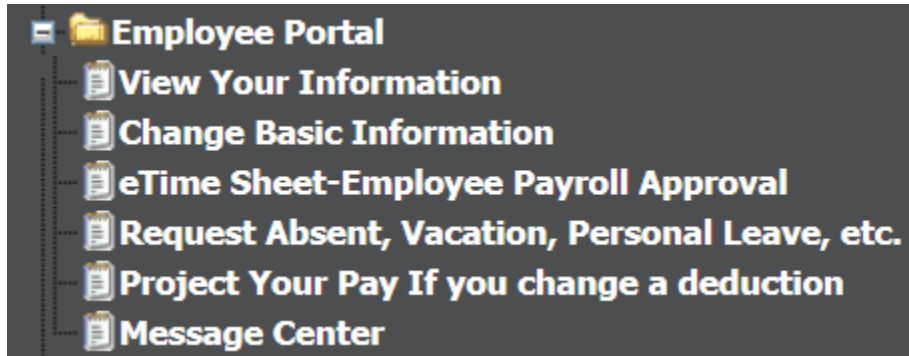# Employee Portal

What will the Employee see when they Log into WFO

1. The employee needs to log into WFO with their new ID and password.
2. The employee will now be able to see their basic information, as well as change information, request time off, project their pay and see their direct deposit vouchers.

**You will not see the eTime Sheet – Employee Payroll Approval, this is not an option that we use at this time.

View Your Information

1. The employee first needs to log into WFO and under the Employee Portal menu select the option to "View your Information".
2. The employee will be able to view their information. Depending on the security that is setup for them they will have various tables to look up information such as gross pay, payroll checks and direct deposit information.
3. To add these tabs click on the drop down menu Available View Options to Add, choose the tab you would like to add, such as Attendance, and click on the Add Tab Button.

Basic Demographic Information

Employee Number	9034	Email Name		Retir TIN	I	Category	3
Employee Name	Apple, First	Home Phone		Fica	N	Account 1	10-700-26-2600-0110-608-0000
Street Address One	1234 First Street	Supervisor		Extra Fica Tax	0.0000	Rate 1	19.63
Street Address Two		Spouse		Marital Status	M	Account 2	
City	New Town	Spouse Work Phone		Tax Table	12	Rate 2	0.0000
State	CO	Emrgcy Contact Name		Fed Exemption	1	Account 3	
Zip Code	12345	Emrgcy Contact Phone		Extra Fed Tax	0.0000	Rate 3	0.0000
Title		Spouse Occp		State Exemption	1	Account 4	
Birth Date	11/22/1961	Work Phone		Extra State Tax	0.0000	Rate 4	0.0000
Sex	M	Extension		Taxing State	CO	Pay	Y
Ethnic Code	W	Years in Dist	1	Direct Deposit	120	Hire Date	10/20/2012
School Location	0090	Years in State	0	State Marital Status		Termination Date	
Pay Check Location	700	Years in Education	0			Percent of Full Time	100

Change Basic Information

1. The employee first needs to log into WFO and under the Employee Portal Menu select the option "Change Basic Information".
2. The employee will be able to change their address and information for their emergency contact for example. They can select one of the views under the "Change and Request Option". Then update any of the information in this view. Once the information has been changed they need to select the "Submit Changes" button.
3. The information that the employee changes will not be updated in the system at this time. The employees will be able to see the change on their screen but the change will have to first be approved by the human resource or payroll supervisor before the change will be updated in the WFO system.

Change and Request Option:	Submit changes 💾	9034 Apple, First
Basic Demographics Information	Employee Combined Name	Apple, First
Certificates/Permits	Street Address One	1234 First Street
Committees	City	New Town
Degree	State	CO ▾
Emergency Contact Information	Zip Code	12345
	Birth Date	11/22/1961
	Marital Status	M ▾
	Fed Exemption	1
	Extra Fed Tax	0.0000
	State Exemption	1
	Extra State Tax	0.0000

Request Absent, Vacation, Personal Leave, etc.

1. The employee first needs to log into WFO and under the Employee Portal Menu select the option "Request Absent, Vacation, Personal Leave, etc.".
2. The first selection the employee needs to do is determine the type of leave being requested under the #1.
3. Next select if they are requesting days or hours under the #2 option.
4. Then enter in the reason for the leave under the #3 area.
5. Next select the dates that are being requested. One date can be selected by having that date on both calendars or a range of dates can be selected from the calendars.
6. Select the button to enter the request for the dates selected.
7. Under the #7 area the days that have been selected will show as pending until the supervisor has approved them.

Apple, First

1 Request Categories	**2 Requested Hours / Days**	**3 Request Description**
Select from List ▼	Full Day ▼ 1	

4 Request From or For:	**5 Request To:**	**6 Processing Action:**

< February 2014 >

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	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	1
2	3	4	5	6	7	8

< February 2014 >

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	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	1
2	3	4	5	6	7	8

Enter Request 2/25/2014 to 2/25/2014

7 ● Pending Requests ○ Historical and Pending Requests

✕ Delete? Edit? Start Date End Date Detail Information — Approval Information and History

Delete?	Edit?	Start Date	End Date	Detail Information	Approval Information and History
☐	Edit	02/25/2014	02/25/2014	Sick Leave on 2/25/2014 post as 1 Day | Dr Appointment	Needs to Approve: Superviosr - 45 Entered by: Apple, First - 9034 - Group:Admin

Summary Attendance Information

Description	BalFrwd	Awarded	Prior_to_Current	Current	Available
Sick Leave	7	5	2	1	9
Personal Leave	0	5	0	0	5
Vacation	0	10	2	0	8

Detail Attendance Information

Absent Date	AM or PM	Reason	Description	Appoval Status
02/25/2014	Full Day	A	Sick Leave	Pending Approval
12/18/2013		A	Sick Leave	
12/17/2013		A	Sick Leave	
11/19/2013		V	Vacation	
11/18/2013		V	Vacation	

8. Once the supervisor has approved the time the attendance record will show approved on the employees screen.

9. To see all of the days that have been requested change the bullet under #7 from "Pending Requests" to "Historical and Pending Requests". This will show all of the days that have been requested.

Apple, First

1 Request Categories	**2 Requested Hours / Days**	**3 Request Description**
Select from List ▼	Full Day ▼ 1	

4 Request From or For: **5 Request To:** **6 Processing Action:**

< February 2014 >

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	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	1
2	3	4	5	6	7	8

< February 2014 >

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	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	1
2	3	4	5	6	7	8

Enter Request 2/21/2014 to 2/21/2014

7 ● Pending Requests ○ Historical and Pending Requests

✕ Delete? Edit? Start Date End Date Detail Information Approval Information and History

Summary Attendance Information

Description	BalFrwd	Awarded	Prior_to_Current	Current	Available
Sick Leave	7	5	2	1	9
Personal Leave	0	5	0	0	5

Detail Attendance Information

Absent Date	AM or PM	Reason	Description	Appoval Status
02/25/2014	Full Day	A	Sick Leave	Approved
12/18/2013		A	Sick Leave	
12/17/2013		A	Sick Leave	

10. If a date is denied by the supervisor the screen for the employee will show the denial under the pending requests.

7 ○ Pending Requests ○ Historical and Pending Requests

✕	Delete?	Edit?	Start Date	End Date	Detail Information	Approval Information and History
	☐	Edit	02/27/2014	02/27/2014	Sick Leave on 2/27/2014 post as 1 Day | Sick	Needs to Approve: Superviosr - 45 Entered by: Apple, First - 9034 - Group:Admin Denied By: 45 - Superviosr on: 2/21/2014 4:41:23 PM

Summary: Attendance Information · Detail Attendance Information

11. If a requested date has been denied the employee has to delete the date in order for it to add back into the available days.

12. In order to setup the ability to have the employee "Request Absent, Vacation, Personal Leave, etc." review the documentation titled Approving Employee Portal Request.

Project Your Pay if you Change a Deduction

1. The employee first needs to log into WFO and under the Employee Portal menu select the option "Project Your Pay if you change a deduction".

2. This screen will show the payroll computation for the employee.

3. Under the column "Enter Vales for Projection", the employee can make changes to these field(s). Example add a tax sheltered amount in the Add or Sub(-) from Tax Sheltered Deduction. Change the number or exemptions or their marital status. Once the items have been changed select the compute button.

4. The system will compute the changes that were made in the "Enter Vales for Projection" fields. It will show the original amount under the column "Original", the new amount under the column "This Run" and the difference from the computation under the column "Change".

5. This allows the employee to try various options and then contact the human resource or payroll department with the changes they would like to have made to their payroll.

Apple, First

Gross Pay	Original	This Run	Change
1G1_ Gross Earnings	3266.88	3266.88	0.00
1G2_ Taxable Gross Earnings	2367.07	2267.07	-100.00
1G5_ Gross Earnings (I)	2572.9	2572.9	0.00
1G7_ Gross Earnings Medicare	2572.9	2572.9	0.00
1G8_ Taxable Gross State	2367.07	2267.07	-100.00
5X0_ Gross Earnings	3266.88	3266.88	0.00

Enter Values for Projection

Add or Sub(-) from Standard Deduction	0
Add or Sub(-) from Tax Sheltered Deduction	100
Add or Sub (-) from Gross Wage	0
Federal Marital Status	Married ▼
Federal Exemptions	2 ▼
Extra Federal Tax	0.0000
State Marital Status	Married ▼
State Exemptions	2 ▼
Extra State Tax	0.0000
For projection use gross pay from	01/20/2014 3,266.88 ▼

Tax	Original	This Run	Change
1T1_Federal Tax	133.37	90.46	-42.91
1T3CO_State Tax CO	63	43	-20.00

Deductions	Original	This Run	Change
2DENTAL_DELTA DENTAL	112.25	112.25	0.00
2BEST_BEST HEALTH INS	581.73	581.73	0.00
2PE_PERA DED	205.83	205.83	0.00
2MC_MEDICARE EME	37.31	37.31	0.00
Tax Shelter Deduction Change	N/A	100.00	100.00

[Reset Values] [Compute]

Projected information shown is an estimate.

Net Pay	Original	This Run	Change
Your Take Home Pay	2,133.39	2,096.30	-37.09

Benefits	Original	This Run	Change
2HDHP_HIGH DED HEALTH PLAN	0	0	0.00
2SUNA_LIFE INSURANCE	0	0	0.00
2PM_PERA MATCH	448.97	448.97	0.00
2MR_MEDICARE MAT	37.31	37.31	0.00

Message Center

1. The employee first needs to log into WFO and under the Employee Portal menu select the option "Message Center".

2. The message center gives them access to reports that have been sent to them within the organization. This area can also be used to allow employees access to their payroll direct deposit vouchers.

3. To read the message they will need to select the paper clip on the message that has been sent to them. This will bring the report or document to the screen.

4. They will also receive a message at the bottom of their screen when they first log in if they have something that has been sent to their message center. The message is in red "You have a new message". The message can be select and it will take them directed to their message center. Once the message has been read the message at the bottom of the screen will disappear.

Message Center

Help	New	Reply	Reply to All	Forward	Send

From: Superviosr

Subject: Attachment: Direct Deposit Voucher

Message: Messaging Export

Attachment:

Refresh	Delete	Mark as Read

			From	Subject
Read		☐	Superviosr	Attachment: Direct Deposit Voucher
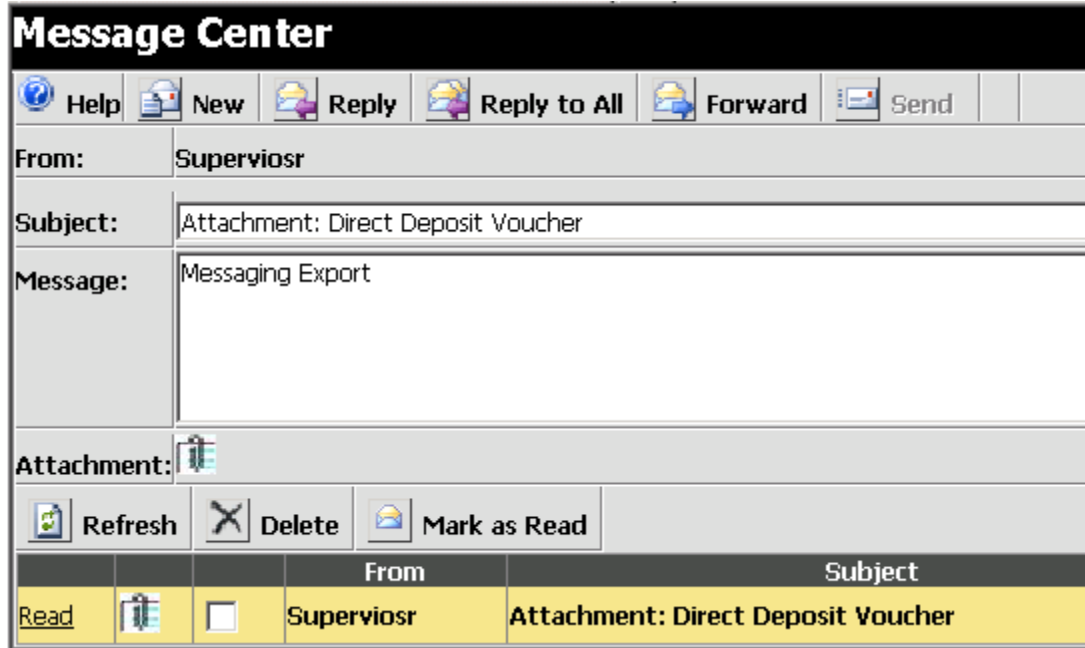
5. They can also send a message by "selecting a recipient" which will be anyone that has been set up security.

6. Then enter the subject of the message and then the message. They can attach a document from their workstation and then select send to send the message.

Help	New	Reply	Reply to All	Forward	Send

From: Apple, First

To: Select a Recipient ▼ 📖 Multiple Recipients

Subject:

Message:

Attachment: Choose File   No file chosen

Refresh	Delete	Mark as Read

You have no messages