Vfficient

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:

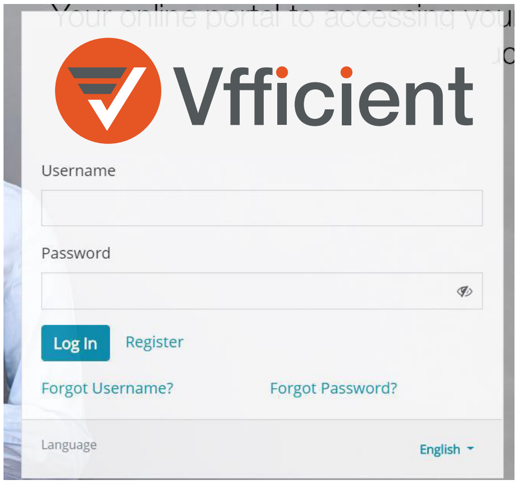
- Update personal information
- Manage and request paid time off or vacation time
- View and reprint payroll check stubs
- Manage and enroll in employer-provided benefits
- Adjust tax information and download W-2s

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.

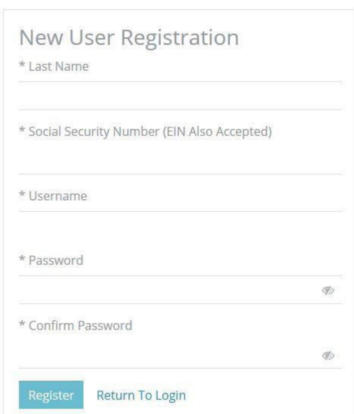
EMPLOYEE SELF-SERVICE PORTAL LOGIN AND REGISTRATION

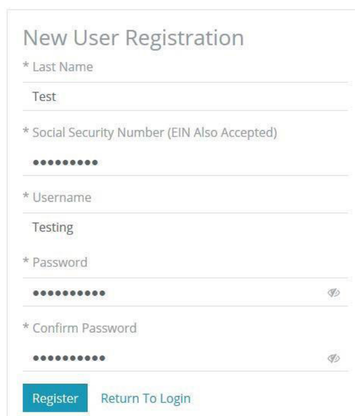
Open a new browser window or tab, and navigate to **https://vns-ep.prismhr.com/#/auth/login**

1. If the user already has a username and password, enter the appropriate information and click **'Log In'.** To register, click **'Register'.**

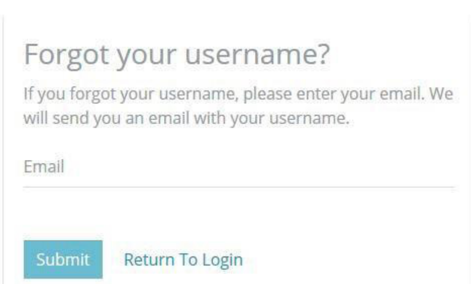


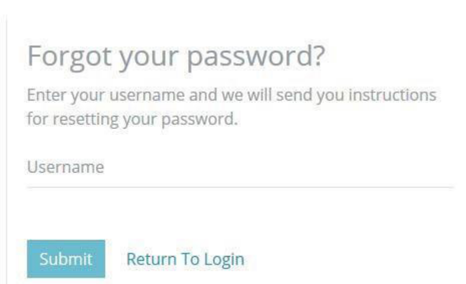
a. To register, fill out all the items in the registration window, and click **'Register'.** Note the requirements when creating a password. After registering, use the newly created username and password to be taken to the **ESSP.**



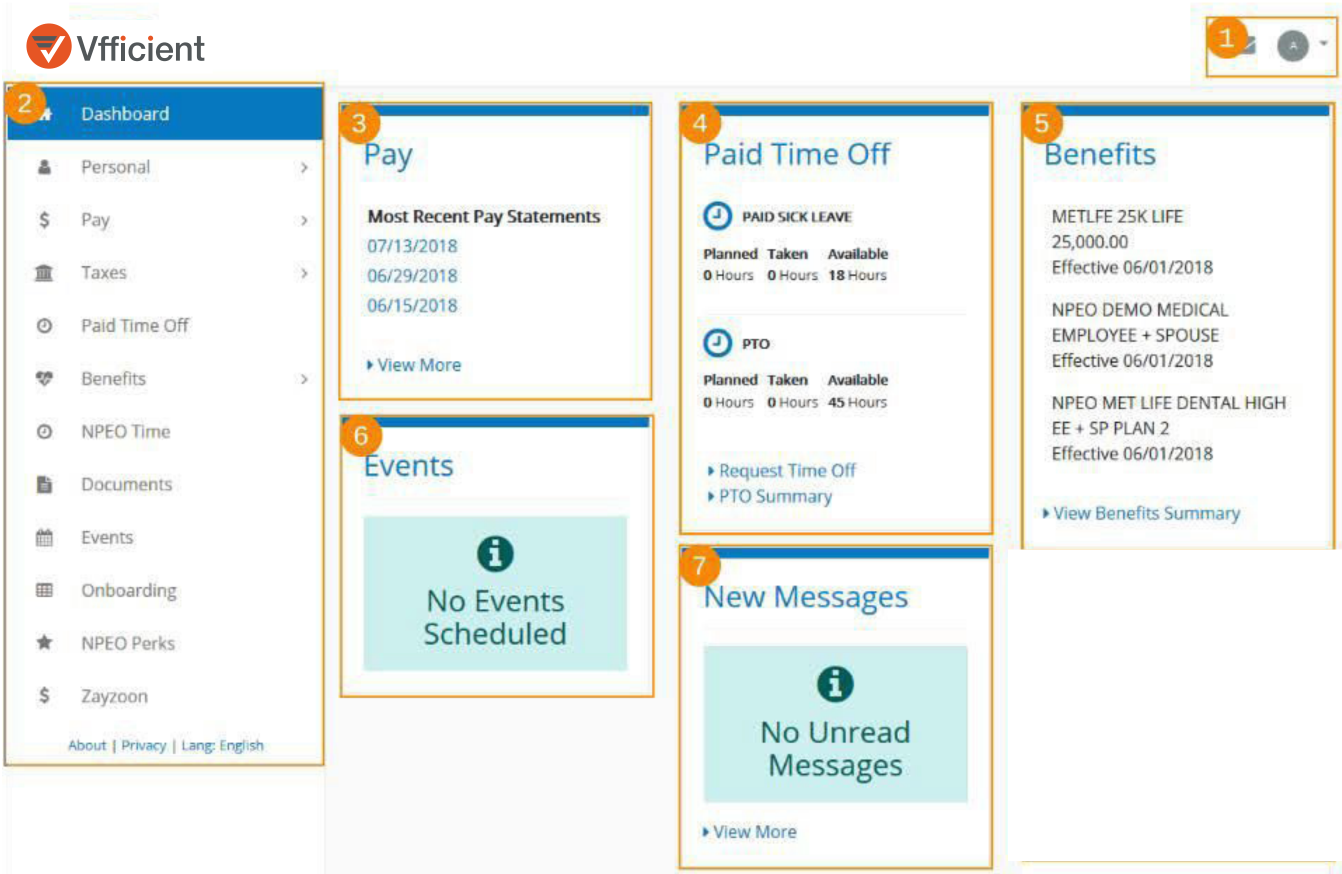


If the user has forgotten their username or password, simply click the **'Forgot Username'** or the **'Forgot Password'** link, and follow the instructions. Please contact technical support **(vfficientsupport@vensure.com)** with any questions.





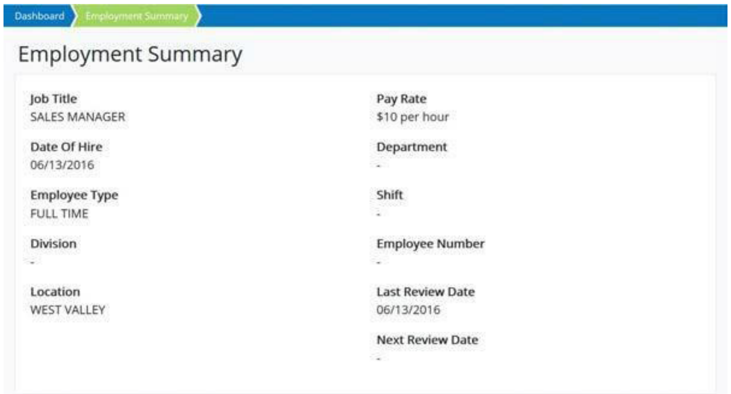
NAVIGATING THE EMPLOYEE SELF-SERVICE PORTAL



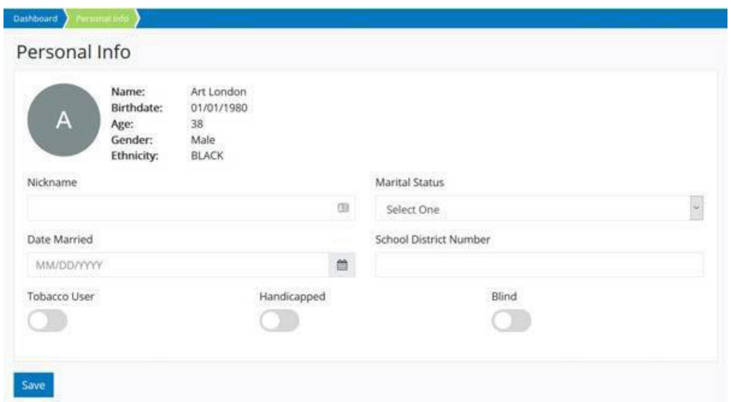
User Menu	Change password or log out
Dashboard Menu	Available portal options
Pay	View check stubs by clicking the date or **'View More'**
Paid Time Off	Displays available time off. Click to **request time off or view detailed information.**
Benefits	Displays enrolled benefits. Click to **view detailed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

PERSONAL INFORMATION

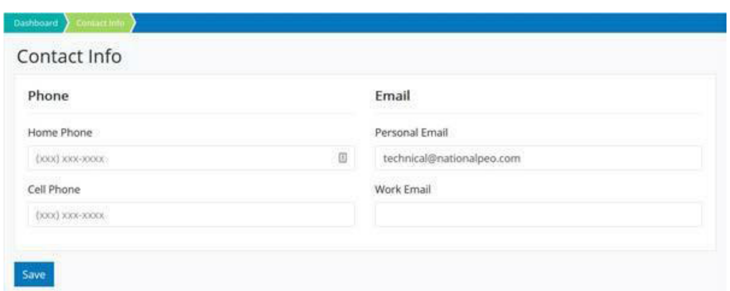
Note:
Some users may be unable to edit information displayed on these pages. Managers will be able to make these edits.



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

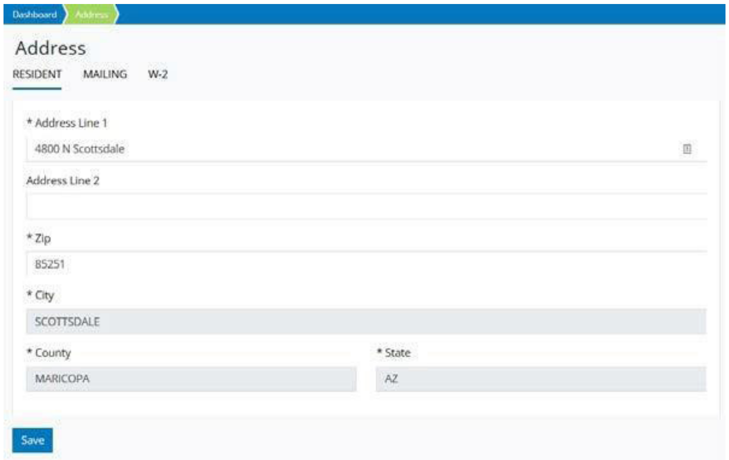


On the **Personal Information** page, users can view **Personal Information,** adjust marital status, or have a handicap of which the employer should be aware.

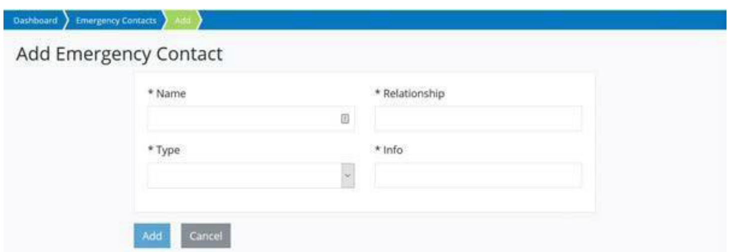


On the **Contact Information,** users can see their current **telephone/mobile** and email contact information.

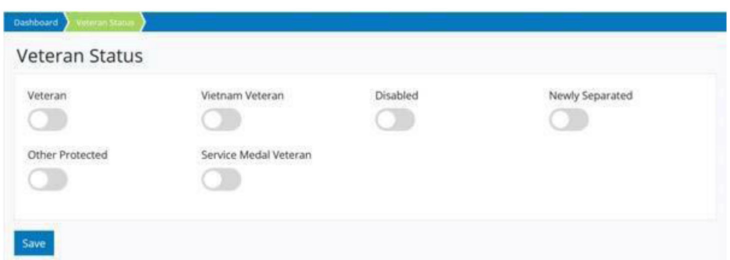
Note:
The email address listed here will be used to send notifications, including password reset information.



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.**

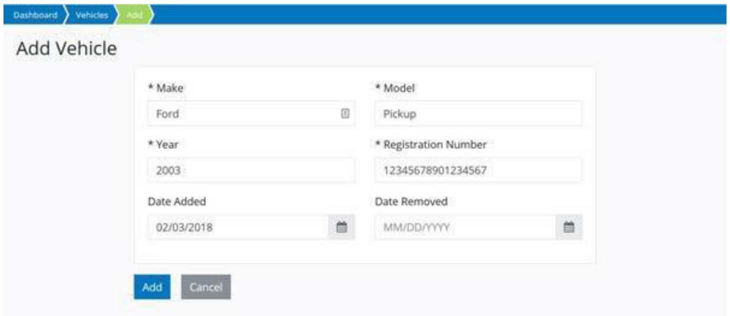


Emergency Contacts, allows users to add, edit, and remove emergency contacts.

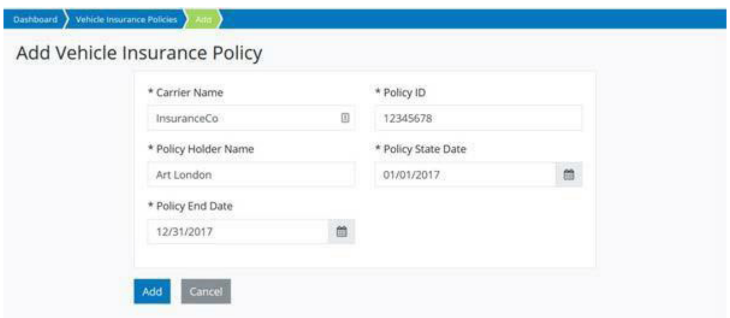


Indicate **Veteran Status** in this section.

If the employer requires driver license information in the user record, please enter it here. The entries will save when **'Save'** is clicked, but the screen will not change.



If the employer requires vehicle information, click **'Add'** to enter it here. Previously entered **vehicle information** can also be edited or removed from this section.



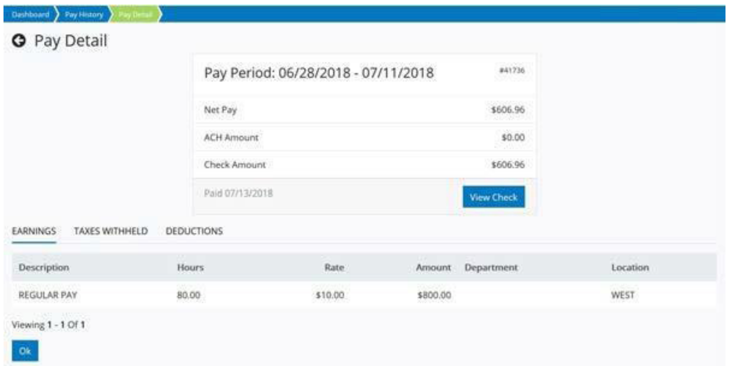
If the employer requires vehicle insurance information, click **'Add'** to enter it here. Previously entered **vehicle insurance information** can also be edited or removed from this section.

PAY

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

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.**

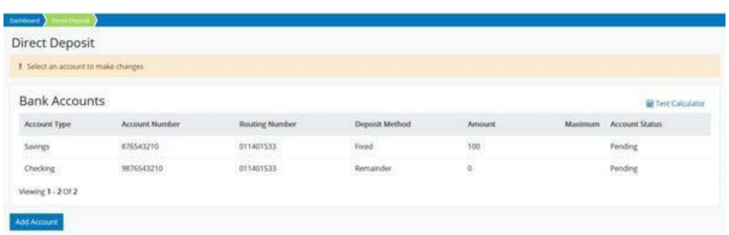


Description	Hours	Rate	Amount	Department	Location
REGULAR PAY	80.00	$10.00	$800.00		WEST

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

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

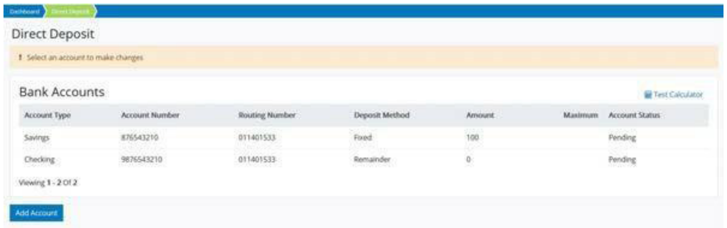
In Payroll Inquiry, users can view **Year to Date** payroll, earnings, taxes withheld, and any deductions. Use the **'Select Year'** to change the reporting year.



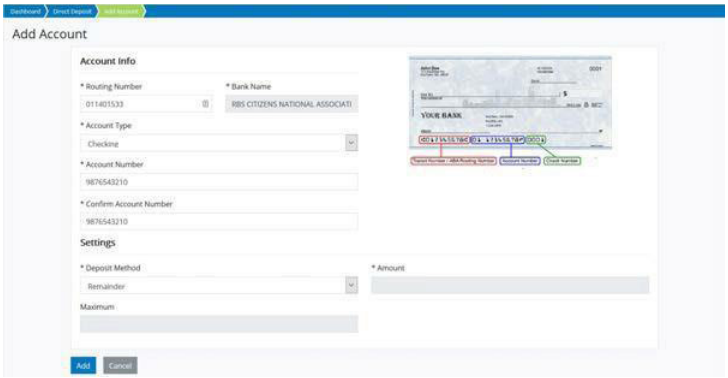
Account Type	Account Number	Routing Number	Deposit Method	Amount	Maximum	Account Status
Savings	876543210	011401533	Fixed	100		Pending
Checking	9876543210	011401533	Remainder	0		Pending

In **Direct Deposit,** users can add, edit, and remove Direct Deposit accounts. See the Section **"Direct Deposit Accounts"** for further information.

ADDING DIRECT DEPOSIT

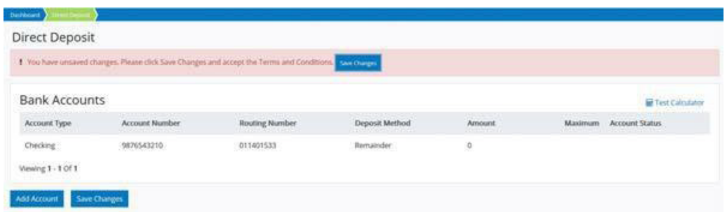


In Direct Deposit, click the **'Add Account'** button.

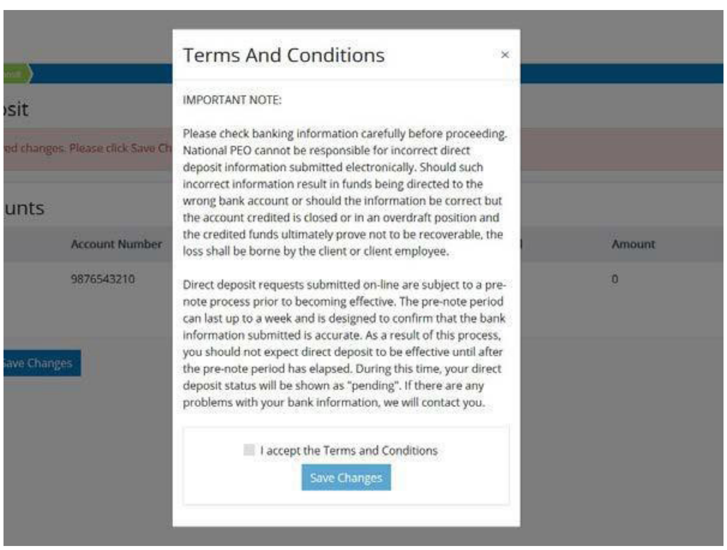


In the **Add Account** window, enter account information, the account type, and the deposit amount. Click **'Add'.**

Note:
For a single account, pick **'Remainder'.** For multiple accounts, be sure to have one account set as **'Remainder'** so the paycheck balance is deposited properly.



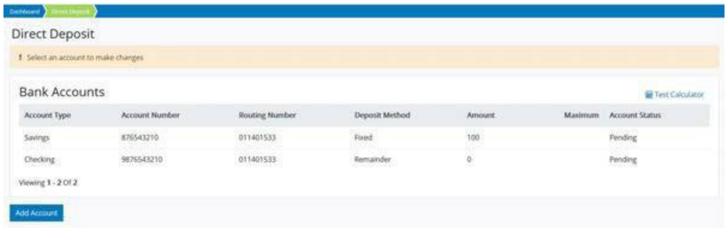
Click **'Save Changes'.**



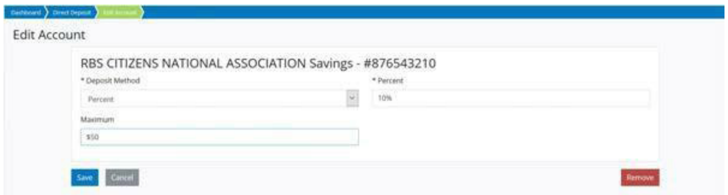
Check the box to accept the Terms and Conditions, then click **'Save Changes'.**

Note:
Once an account is entered, it will go to **'Pending'** status. It may take up to one full pay cycle before the account is set to active.

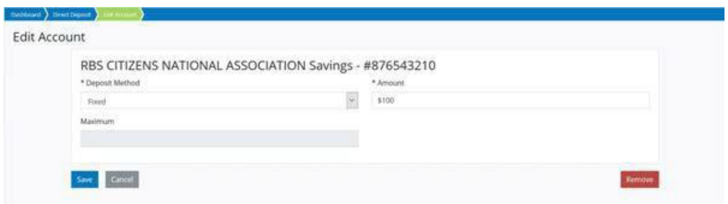
REMOVING DIRECT DEPOSIT



In **Direct Deposit,** click the account to be removed.

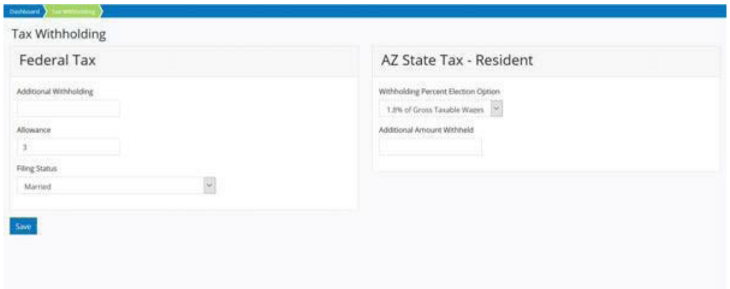


In the **Edit Account window, click 'Remove',** then **'Remove'** again in the confirmation window.



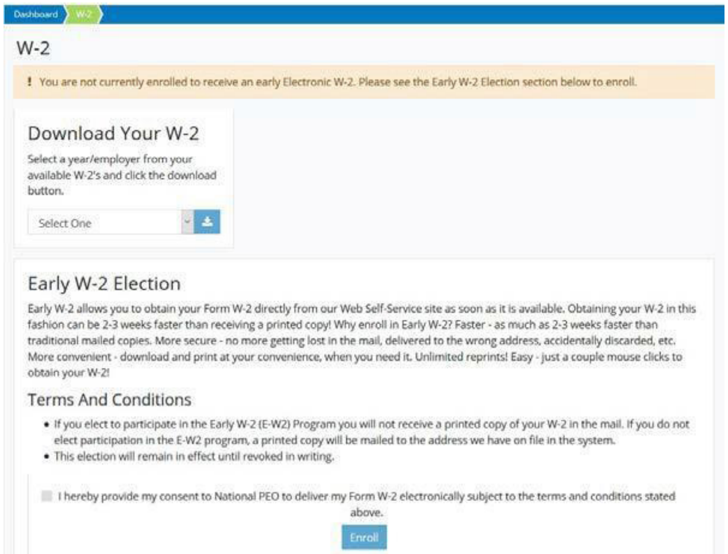
To edit, change the type of account, and the amount **(for Fixed),** or the percent and maximum amount **(for Percent).** Click **'Save',** then **'Save Changes'** in the **Direct Deposit** window.

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.

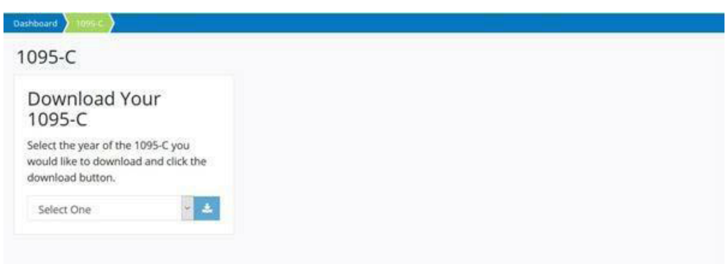


To download a copy of the **current/past** year's W-2 form, use the dropdown menu to select the year of the W-2 and click the **'Download'** button. The W-2 can then be viewed in the **pop-up** window, or downloaded.

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.

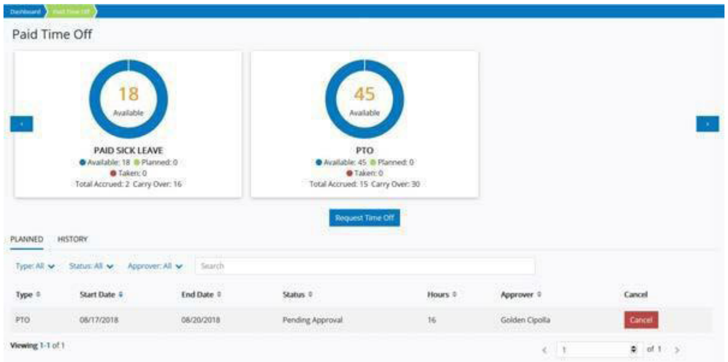
Users who have already signed up for Early W-2 will see their original election date here. **Follow the same process as mentioned above to download the W-2.**



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.

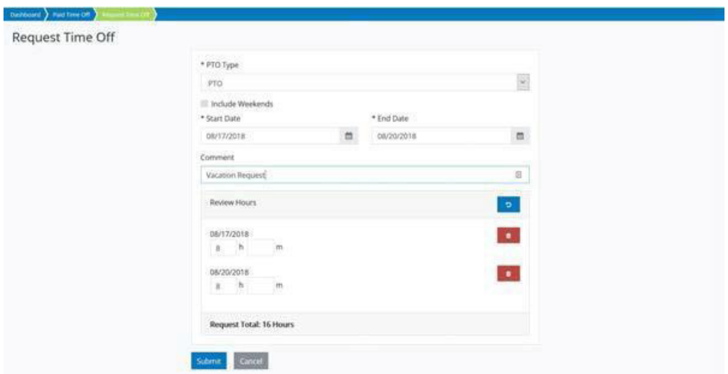
The 1095-C will either be downloaded or display in a pop-up window.

PAID TIME OFF



On the Paid Time Off (PTO) dashboard users can view their PTO balance provided by the employer. The graphs at the top of the page will show available, planned, approved, and used hours.

Both pending and approved PTO displays below the graphs. Click **'History'** to see previous requests.



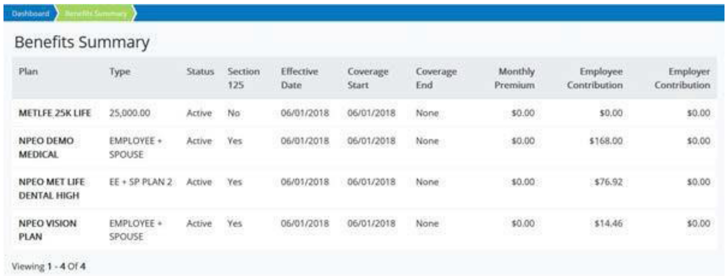
To request time off, clicking the **'Request Time Off'** button and select the type of time off being requested. Select the start and end date of the request period. If the period includes weekends worked, check the **'Includes Weekends'** box.

Add a comment (optional). Then, for each day, select the number of hours to be used. Remove a day by clicking the red **'remove'** button.

Once complete, click the **'Submit'** button. The request will be sent to the PTO approver and will be marked as **"pending"** on the dashboard.

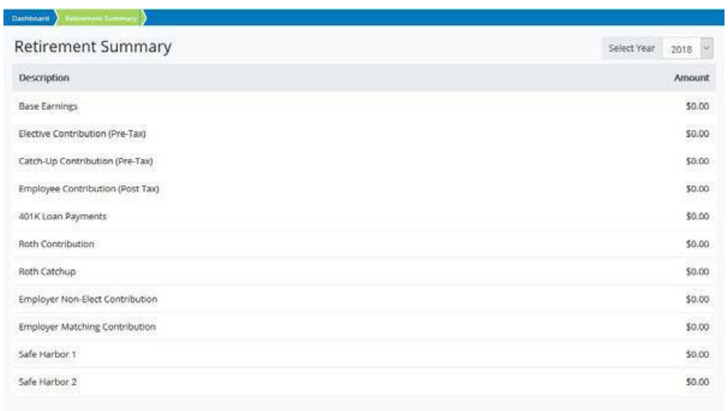
BENEFITS, DEPENDENTS, AND BENEFICIARIES

Note:
Values indicated below are strictly for demonstration purposes. Each employee's individual values and plans will differ. Reach out to the benefits department with any questions or issues.



This page will **show the user's currently enrolled benefits,** along with coverage dates and contribution amounts.

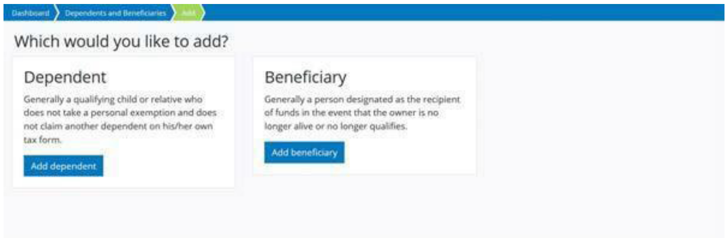
If the user is enrolled in a flexible spending account **(FSA)** the account information and activity can be viewed here. Ensure the proper year is selected in the upper-right corner.



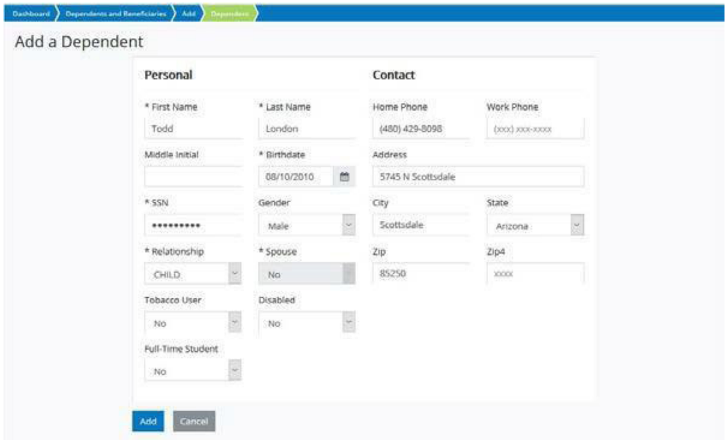
If the user is enrolled in a retirement, **401(k),** or **Roth** the account information can be viewed here. **Ensure the proper year is selected in the upper-right corner.**

View currently configured **Dependents and/or Beneficiaries** here. To make changes to one of the individuals listed, click their name. To add a beneficiary, click the **'Add'** button.

Note:
This is only a listing of dependents and/or beneficiaries currently in the system. It does not imply coverage under newly elected benefit plans.



After clicking on **'Add'**, choose whether to add a new dependent or beneficiary. On the next screen, enter in the dependent or beneficiary information. Any field marked with an asterisk **(*)** is required and must be completed before continuing.



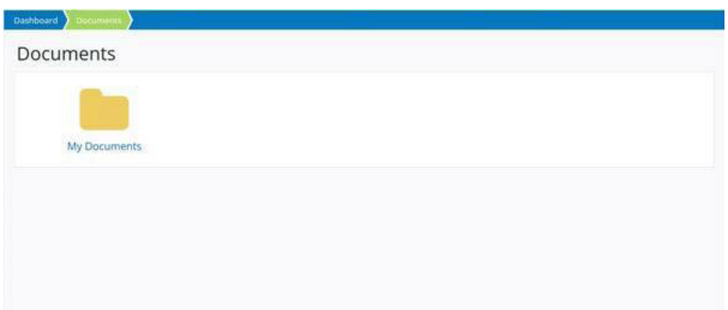
Once the information has been entered, click **'Add'.**

Note:

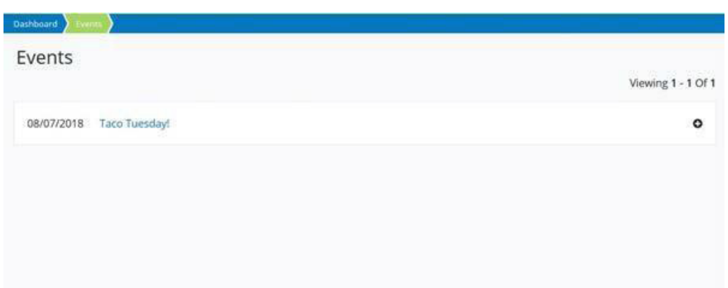
Entering a new dependent or beneficiary does not enroll the individual in any benefit plans or make them a beneficiary immediately. This must be set up during benefits enrollment.

BENEFITS ENROLLMENT

In the benefits enrollment system users are able to select dependents and/or beneficiaries, and enroll in the benefits programs selected by the employer. Please see the **Benefits Enrollment Guide** for additional information.



In the Documents window, users can access files and documentation made available regarding **employment, such as employee handbooks, legal documentation, and copies of completed forms. Availability will vary.**



In the window, users can check for any scheduled company events. **Click on the event name or the (+) icon to view event details.**