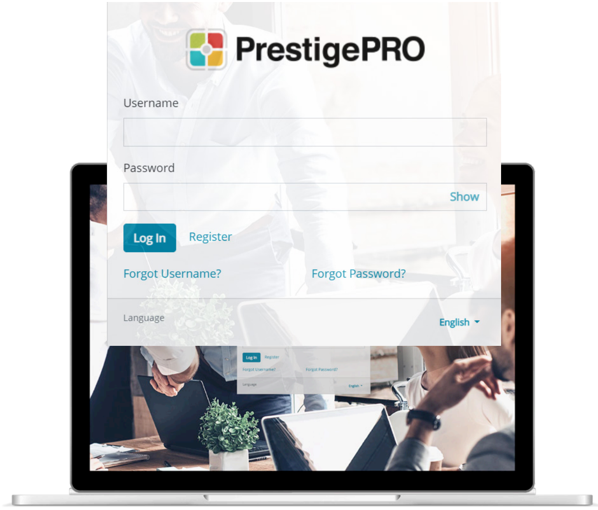
Employee Self-Service (ESS) User Guide

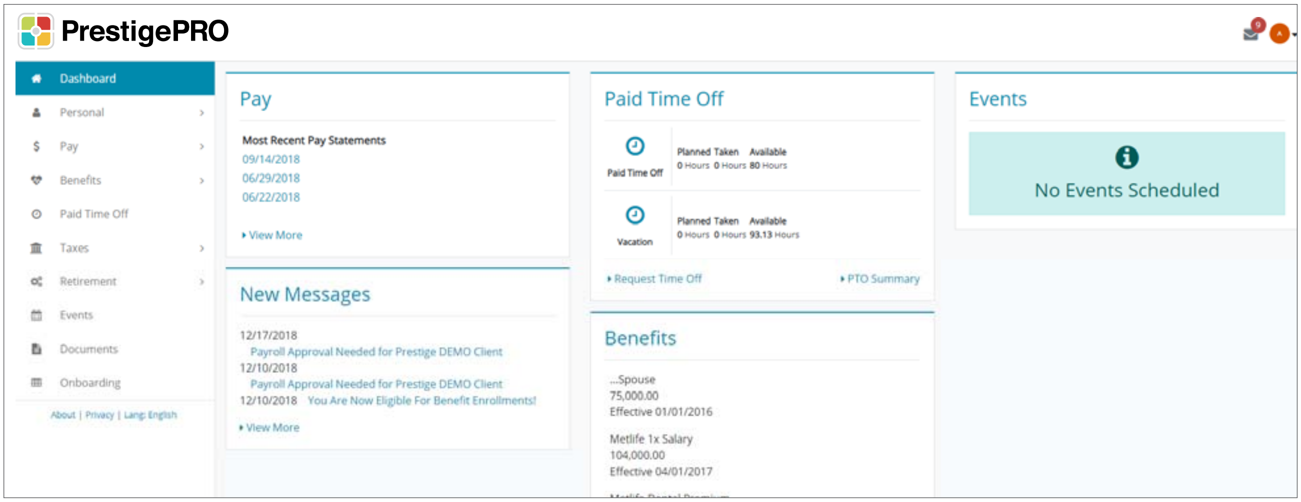
Some instructions in the guide below may not be applicable to you at this time.

To login to the employee self-service site, go to https://pea-ep.prismhr.com

- If you onboarded electronically, the login credentials will be the same as the username and password you created during onboarding.
- If you do not have a username registered, please click ‘Register’ to create your account.
- If you forgot either your username or password, please click on the “Forgot Username?” or “Forgot Password?” links.

PLEASE NOTE: You may choose to view the site in either English or Spanish by clicking on the language at the bottom right.



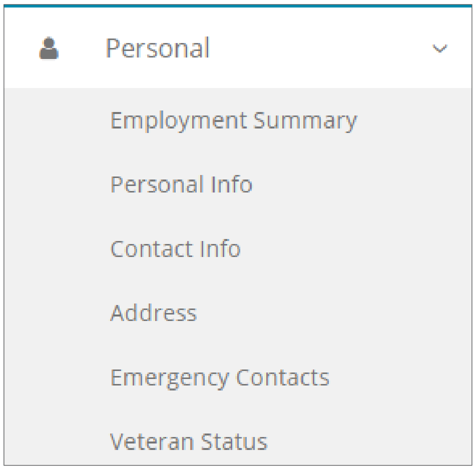


Your dashboard will display several widgets for quick access to information. You can view recent pay stubs, view benefits summary, message center, and view paid time off balances.

On the left hand side, you will see a number of menu tabs along with a series of submenus inwhich information can be reviewed and in some cases updated.

Personal

The **Personal** menu contains your **Employee Summary, Personal Information, Contact Info, Address, Emergency Contacts and Veteran Status**.



Employment Summary: Shows Job Title, Current Pay Rate, Date of Hire. These items cannot be edited

Personal Information: Name, Birthdate – These items cannot be edited

Contact Info: Your personal contact info, i.e phone numbers and email address. These Items can be edited.

Address: Your current address for mailing purposes.

****PLEASE NOTE:** If you update your home address here, you must notify employeechanges@prestigepeo.com with the updated address and effective date in order to have it updated across all benefit carriers.

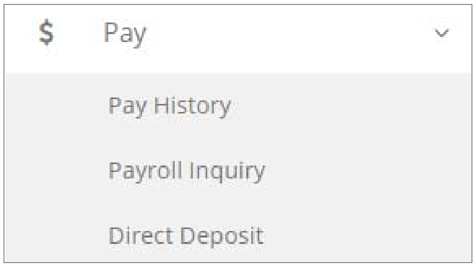
Emergency Contacts: Can be edited

Veteran Status: Can be edited

****TIP:** To return to the main dashboard, you can click the Dashboard icon in the top left corner.

Payroll

The **Payroll** menu option allows you to view your **Pay History** (including reprint Pay Stubs), **Payroll Inquiry**, and **Direct Deposit** Setup (including adding and deleting accounts).



Pay History: This option will bring you to a page with a list of your checks in order by pay date:


Pay History

Select Year 2018

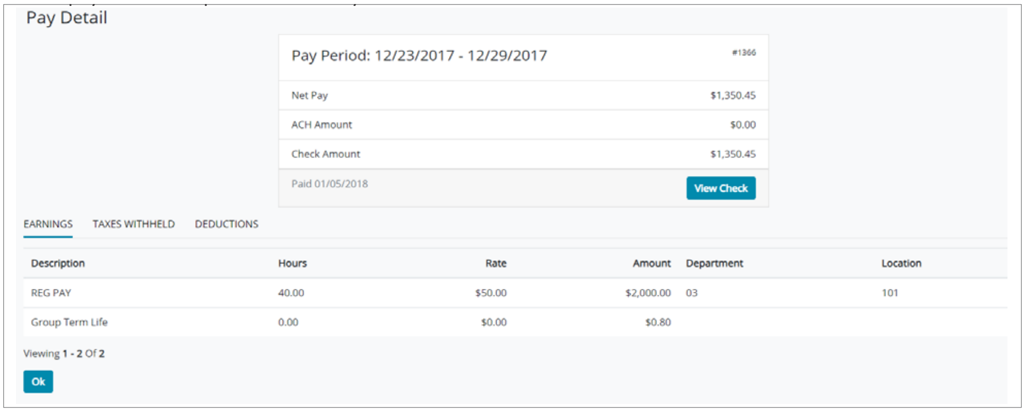
Search

Columns

Pay Date	Check Number	Gross Pay	Taxes	Deductions	Net Pay	Actions
01/05/2018	1366	$2,000.80	$455.95	$193.60	$1,350.45	View Paystub
01/12/2018	1390	$2,251.12	$547.78	$183.72	$1,518.50	View Paystub
01/19/2018	1453	$2,001.12	$459.07	$183.72	$1,357.21	View Paystub
01/26/2018	1560	$2,251.11	$548.97	$183.72	$1,517.31	View Paystub
02/02/2018	1579	$5,801.12	$2,065.18	$193.60	$3,541.22	View Paystub
02/09/2018	1604	$2,001.12	$459.94	$183.72	$1,356.34	View Paystub
02/16/2018	1711	$2,001.12	$459.95	$183.72	$1,356.33	View Paystub
02/23/2018	1738	$2,001.12	$459.94	$183.72	$1,356.34	View Paystub
03/02/2018	1763	$2,001.12	$456.93	$193.60	$1,349.47	View Paystub
03/09/2018	1782	$2,001.12	$459.94	$183.72	$1,356.34	View Paystub

****PLEASE NOTE:** If you want to view stubs from previous years, please use the drop down on the top right side of the screen to select the year.

After you select the Paystub you want to view, the screen below will pop-up with the option to view the hard copy of the pay stub and reprint as necessary.



Here you will see your check information including the pay period start and end dates, pay date, ACH amount, and check amount. The three tabs on this page provide a further breakdown:

Earnings: Hours worked and pay types for that check – any bonuses or ovetime, etc. will be shown here.

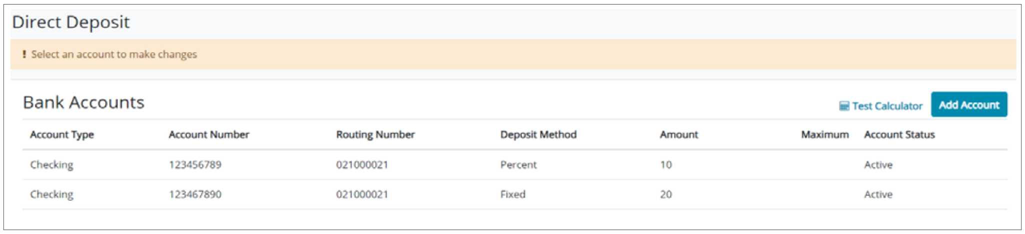
Taxes Withheld: Shows all the Federal, State and Local taxes withheld for that check.

Deductions: Shows any deductions (Benefit, 401(k), etc.) taken from that check.

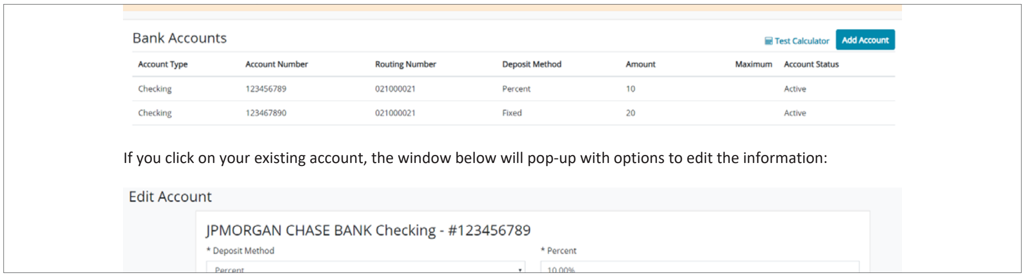
Payroll Inquiry: Shows Year to Date (YTD) summaries of Earnings, Taxes Withheld and Deductions over the three tabs; you can select the year using the drop down in the top right corner:

Direct Deposit: This option shows your current account(s), but in order to add an account or edit existing account information, you must use the Direct Deposit Authorization option as shown below.

Direct Deposit Authorization: This option allows you to manage your deposit accounts; you can add/delete accounts or edit the deposit amounts. When you click this option, you will see your current account(s) (if any) as well as the **Account Type, Routing and Account numbers, Deposit Method and Account Status**:



If you click on your existing account, the window below will pop-up with options to edit the information:



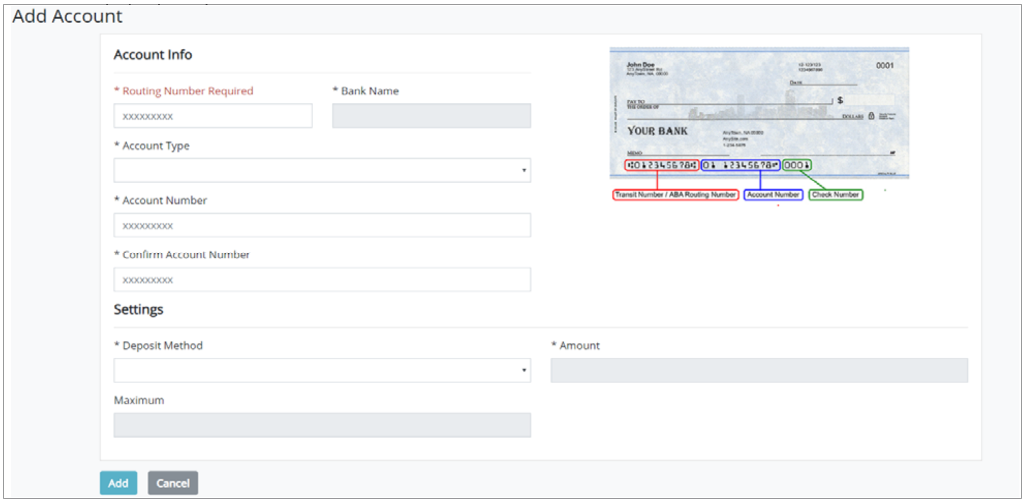
You can remove the account or edit the calculation method from the following options in the drop-down:

Remainder: 100% of the remaining balance after all other deposits are made will be deposited into this account – if you only have one account or are only adding one account please choose this calculation method. If you have multiple accounts in which you allocate a fixed amount or percentage, choose this option for the account that receives the balance of your check.

Fixed: A fixed dollar amount will be deposited into the account (ex. $100, $250) – once you choose this option another box will appear for you to fill in the amount.

Percent: A percentage of your check will be deposited into this account – once you choose this option another box will appear for you to fill in the percentage as well as a box labeled 'Maximum' in which you have the option to enter the maximum dollar amount of the percentage. Deposit will be capped at that amount (this is especially useful if you receive a bonus as this would increase the percentage amount deposited that period).

Adding an Account: To add a new account, you will click Add Account in the top right corner and the window below will pop-up for you to add in the account information:



This system recognizes transit (routing) numbers, so after you type in this information (**all transit numbers are 9 digits**) the name of your bank will appear underneath; *if the number is not recognized it may be invalid*. Once you type in your account number, select the account type, deposit method and fill in any other fields that apply with this method and press 'Save'; your account will show in a *Pending* status during the pre-notification stage.

You **MUST also click Add on the bottom left of the screen after adding your account and **Accept the Terms and Conditions** otherwise any of the information you added/edited will **NOT** be saved**

****PLEASE NOTE**: If there is any issue with your account information during the pre-notification stage, you will be notified by PrestigePEO and your account will be stopped until the issue is resolved.

****TIP**: To return to the main dashboard, you can click the Dashboard icon in the top left corner.

Benefits

The **Benefits** menu gives you access to **Benefits Enrollment**, view **Confirmation**, see a **Summary** of your benefits deductions amounts as well view your current **Dependents/ Beneficiaries** (if any), and **Flex Spending deductions**.

Benefits
- Benefits Enrollment
- Benefit Confirmation
- Summary
- Dependents/Beneficiaries
- Flexible Spending

Benefits Enrollment: Allows you to enroll in your company's Employee Benefits Programs

** Separate Instructions will be provided at time of your eligibility

Benefit Confirmation: Will display confirmation of your selected programs once you have enrolled

Summary: The benefits summary shows you the plans you're currently enrolled in as well as the plan type, status, effective date, coverage start date, monthly premium as well as both the employer and employee's contributions to the plans:

Benefits Summary

Plan	Type	Status	Section 125	Effective Date	Coverage Start	Coverage End	Monthly Premium	Employee Contribution
...Spouse	75,000.00	Active	No	01/01/2016	01/01/2016	None		
Metlife 1x Salary	104,000.00	Active	No	04/01/2017	01/01/2016	None	$0.00	$0.00
Metlife Dental Premium	EMPLOYEE + CHILD(REN)	Active	Yes	11/01/2017	11/01/2015	None	$0.00	$103.08
Metlife Voluntary Life	150,000.00	Active	No	01/01/2016	01/01/2016	None	$0.00	$30.38
Plan 05 Oxford Freedom Access NY	EMPLOYEE + CHILD(REN)	Active	Yes	11/01/2017	11/01/2015	None	$0.00	$601.41
UHC Vision Voluntary	EMPLOYEE + CHILD(REN)	Active	Yes	11/01/2015	11/01/2015	None	$0.00	$9.88

Dependents: This option shows any Dependents (if any) you have enrolled in your benefit plan:

Dependents and Beneficiaries

Name	Type	Relationship	Age	Gender	Student
NEIL GRIFFING	Dependent	Spouse	42	M	No
NICHOLAS GRIFFING	Dependent	Child	13	M	No
ADAM GRIFFING	Dependent	Child	15	M	No

****PLEASE NOTE**: In order to *add/remove a Dependent or report a Life Event*, you must go to the PrestigePRO self-service portal https://pea-ep.prismhr.com and login to your account or contact your benefits specialist – *adding a dependen there will not notify us to add or remove them to your plans*. Any changes you want to make to your dependents or plans must be done through this site or by contacting your benefits specialist.

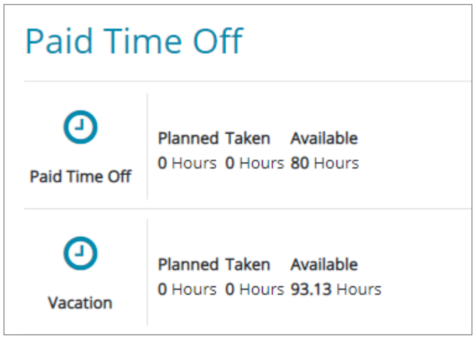
Flex Spending: If you have a Flex Spending account through Prestige, this page will show you a summary of your flexible spending options and deduction amounts, similar to benefits summary above.

****TIP**: To return to the main dashboard, you can click Dashboard the icon in the top left corner.

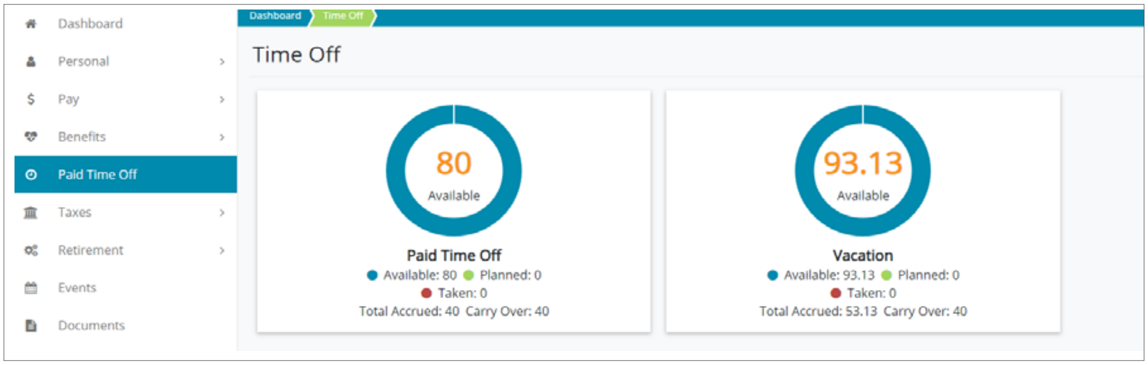
Paid Time Off **(**If tracked by PrestigePEO)**

The Paid Time Off option allows you to view your PTO hours taken or available. In addition, your company may also use our system to allow you to request your time off that can be approved by your manager according to the amount of PTO you've accrued and the plans offered by the company.

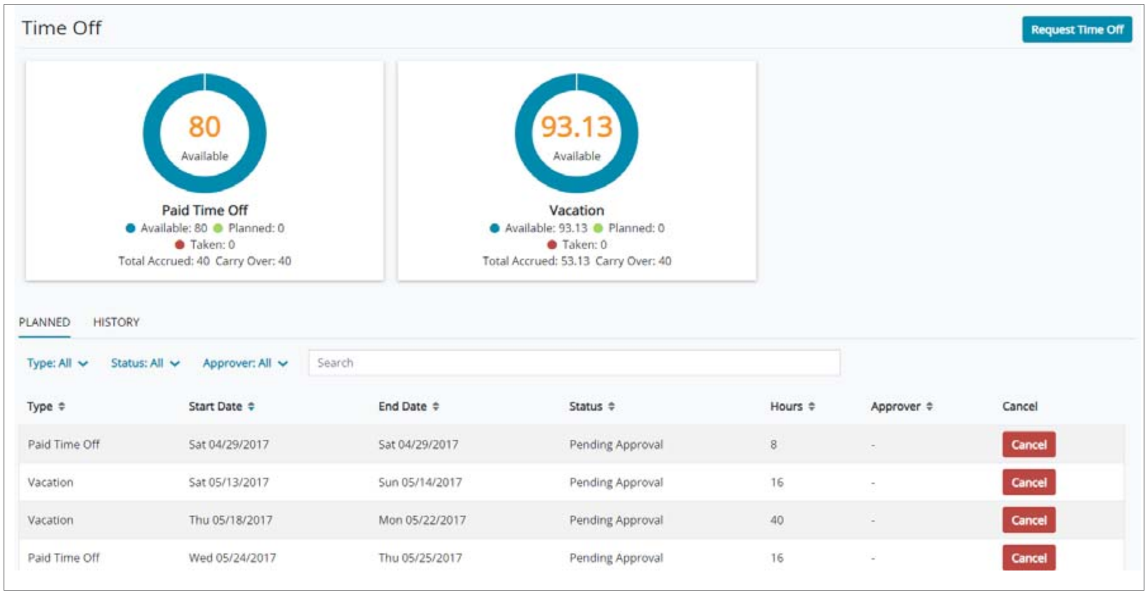
Paid Time Off Widget: This widget on the dashboard shows a summary of your time off balances:



Paid Time Off Tab: Shows an inquiry screen of your total PTO hours accrued through dates per plan, as well as hours taken/available and any carry over from the previous year:

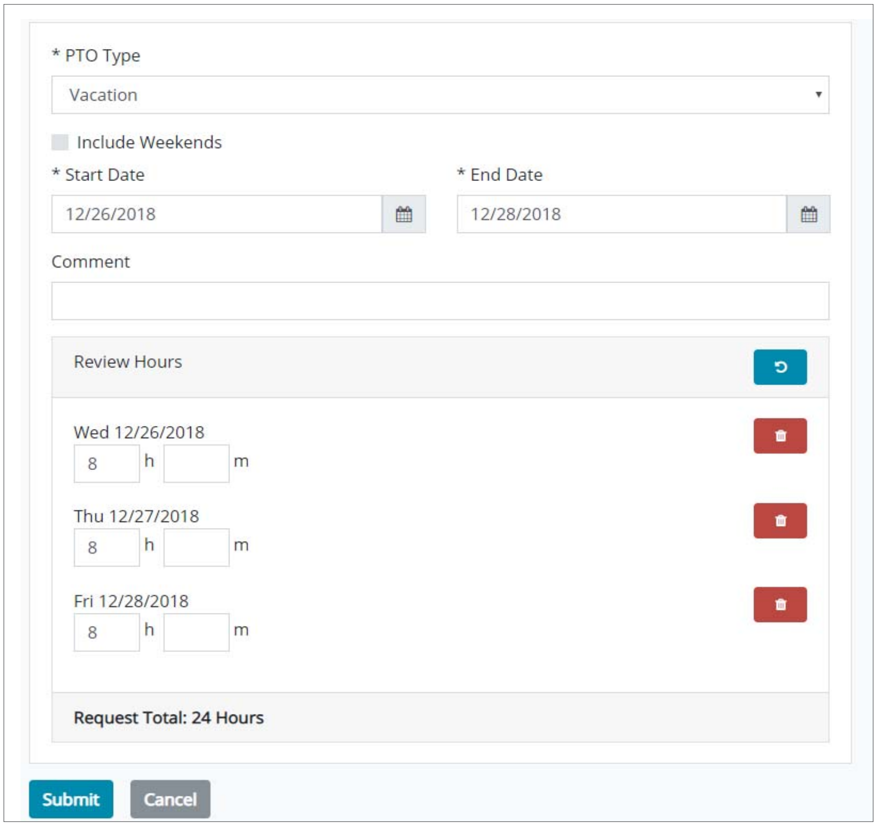


Request Time Off (Optional): The Time Off option allows you to view time already taken or requested and to submit a new time off request. You can put in a new request by clicking the **Request Time Off button**; this page will also show you the amount of PTO hours you've accrued, planned, taken and any carry over from the previous year. You are also able to view your **Time Off History** as well as check or change the status of your PTO requests.



If you are putting in a new request, the window below will pop-up after you click Request Time Off

Under the PTO Type tab, you can input the type of time you’re taking, as well as the start and end dates. There is also an optional comment section to indicate the nature of your time off. Once you entered the days, you can edit the PTO hours for each of the days requested if you are taking a partial day:

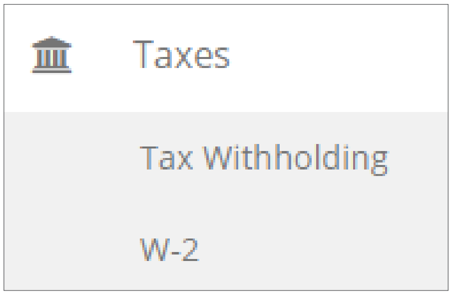


Once you enter your information and hit Submit, the request will be forwarded to your supervisor for approval. You will be notified once your request is approved, but you can also track the status in the Paid Time Off section as shown above.

****PLEASE NOTE**: Further instruction will be provided if your company uses this option.

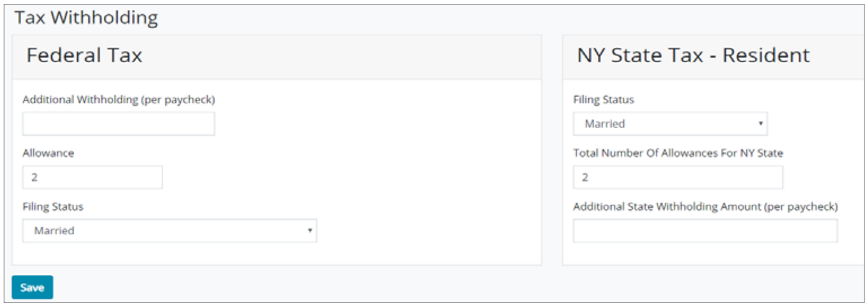
****TIP**: To return to the main dashboard, you can click the Dashboard icon in the top left corner.

Taxes



Tax Withholding: When you select this option, your current filing status and allowances will be shown for both Federal and Resident State. This feature can be used to make changes to either your federal/state withholding status/allowances:

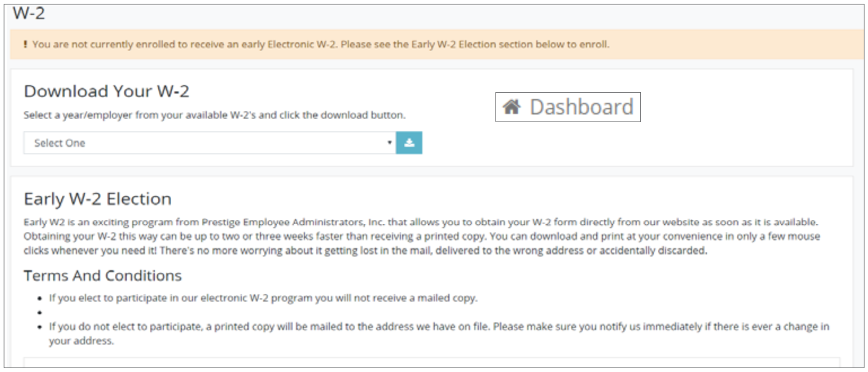
Tax Withholding: When you select this option, your current filing status and allowances will be shown for both Federal and Resident State. This feature can be used to make changes to either your Federal/State withholding status/allowances:



You will be able to change your status and allowances, as well as input additional amounts to withhold from each check for federal and state withholdings. Updates are effective immediately after you press “Save”.

****PLEASE NOTE**: If you reside in a state other than your current work state, (i.e. Work in NY, live in NJ) a tax form will need to be completed/signed for your work state withholdings to be updated.

W-2: Here you will have the option to download and reprint your W-2, or elect to receive your W-2 electronically via the Employee Portal:



Download W-2 – Select which years W-2 you would like to download and/or reprint and click the download icon.

Early W-2 Election – If you are not already enrolled, you can elect to receive your W-2 solely through the employee portal. If you elect this option, you will be notified once the W-2's are completed in our system. Typically, W-2's are available in our system up to a week before they are received in the mail.

****TIP**: To return to the main dashboard, you can click the Dashboard icon in the top left corner.

PrestigePEO™

Retirement

Retirement Summary: This shows a summary of your 401(k) allocations for the selected year – you can view this information for previous years by using the drop down in the top right corner and changing the year.

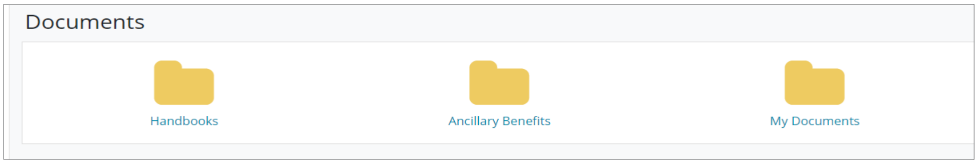
Retirement Summary — Select Year 2018

Description	Amount
Base Earnings	$0.00
Elective Contribution (Pre-Tax)	$0.00
Catch-Up Contribution (Pre-Tax)	$0.00
Employee Contribution (Post Tax)	$0.00
401K Loan Payments	$0.00
Roth Contribution	$0.00
Roth Catchup	$0.00
Employer Non-Elect Contribution	$0.00
Employer Matching Contribution	$0.00
Safe Harbor 1	$0.00
Safe Harbor 2	$0.00

****TIP**: To return to the main dashboard, you can click the Dashboard icon in the top left corner.

Documents

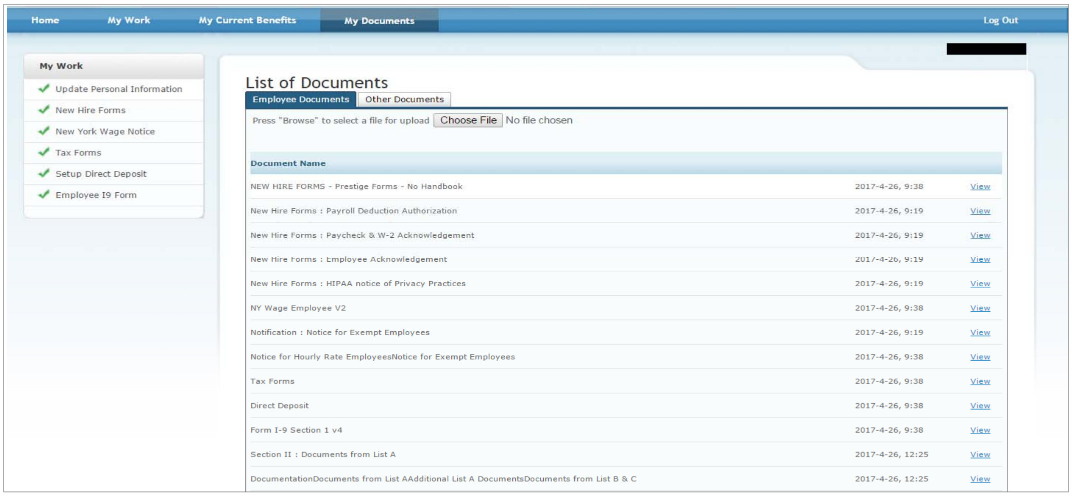
The **Documents** section contains any documents uploaded by the company for you to view, such as a copy of your employee handbook, performance reviews, and more.



****TIP**: To return to the main dashboard, you can click the Dashboard icon in the top left corner.

Onboarding

The Onboarding section contains digital copies of all the paperwork you completed during your electronic onboarding, if applicable. Go to "My Documents" to view and print each one.



Home | My Work | My Current Benefits | My Documents | Log Out

[redacted]

My Work
- Update Personal Information
- New Hire Forms
- New York Wage Notice
- Tax Forms
- Setup Direct Deposit
- Employee I9 Form

List of Documents

Employee Documents | Other Documents

Press "Browse" to select a file for upload [Choose File] No file chosen

Document Name		
NEW HIRE FORMS - Prestige Forms - No Handbook	2017-4-26, 9:38	View
New Hire Forms : Payroll Deduction Authorization	2017-4-26, 9:19	View
New Hire Forms : Paycheck & W-2 Acknowledgement	2017-4-26, 9:19	View
New Hire Forms : Employee Acknowledgement	2017-4-26, 9:19	View
New Hire Forms : HIPAA notice of Privacy Practices	2017-4-26, 9:19	View
NY Wage Employee V2	2017-4-26, 9:38	View
Notification : Notice for Exempt Employees	2017-4-26, 9:19	View
Notice for Hourly Rate EmployeesNotice for Exempt Employees	2017-4-26, 9:38	View
Tax Forms	2017-4-26, 9:38	View
Direct Deposit	2017-4-26, 9:38	View
Form I-9 Section 1 v4	2017-4-26, 9:38	View
Section II : Documents from List A	2017-4-26, 12:25	View
DocumentationDocuments from List AAdditional List A DocumentsDocuments from List B & C	2017-4-26, 12:25	View