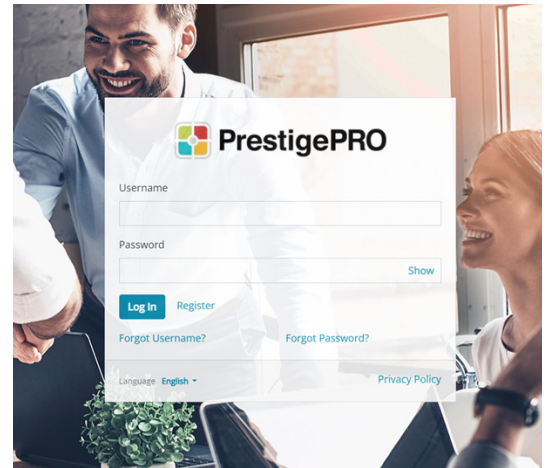


Employee Self-Service (ESS) User Guide

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, if your Paid Time Off is tracked through PrestigePRO.

On the left-hand side, you will see a number of menu tabs along with a series of submenus in which 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 resident address, mailing address and W-2 (mailing) address. These items can be edited.

Emergency Contacts: Can be edited

Veteran Status: Can be edited

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

Personal
Employment Summary
Personal Info
Contact Info
Address
Emergency Contacts
Veteran Status

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

Summary								
Plan	Type	Status	Section 125	Effective Date	Coverage Start	Total Premium	Employee Contribution	Cost Basis
...Dependent	2000.00	Active	No	12/01/2023	12/01/2023		\$0.00	Monthly
...Spouse	10000.00	Active	No	12/01/2023	12/01/2023		\$0.00	Monthly
Metlife 1x Salary	26000.00	Active	No	12/01/2023	12/01/2023		\$0.00	Monthly
Metlife Dental Premium	EMPLOYEE + CHILD(REN)	Active	Yes	11/01/2023	11/01/2023		\$109.77	Monthly
Metlife Voluntary Life	100000.00	Active	No	12/01/2023	12/01/2023		\$25.28	Monthly
Plan 04 Oxford Freedom Direct NY	FAMILY	Active	Yes	12/01/2023	12/01/2023		\$0.00	Monthly
UHC Vision Voluntary	FAMILY	Active	Yes	12/01/2023	12/01/2023		\$0.00	Monthly

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

Dependents/Beneficiaries					
Name	Type	Relationship	Age	Gender	Student
Jane UEX	Dependent	Child	3	F	No
Henry UEX	Dependent	Spouse	49	M	No

Viewing 1 - 2 Of 2


[Add](#)

****PLEASE NOTE:** In order to add/remove a Dependent or report a Life Event, you must go to the PrestigePRO self-service portal dashboard and report a life event. *Adding a dependent/beneficiary under the Dependent/Beneficiary section 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 under Life Events. See Life Event Instructions at the end of this Guide.*

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.

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.

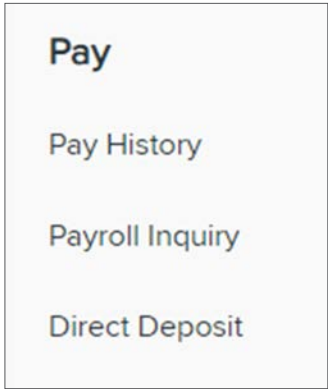
Retirement Summary		Select Year	2018
Description	Amount		
Base Earnings	\$0.00		
Elective Contribution (Pre-Tax)	\$0.00		
Catch-Up Contribution (Pre-Tax)	\$0.00		
Employee Contribution (Post Tax)	\$0.00		
401K Loan Payments	\$0.00		
Roth Contribution	\$0.00		
Roth Catchup	\$0.00		
Employer Non-Elect 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  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 > Pay History

Pay History Select Year 2023 ▾

Search Columns

Pay Date ▾	Check Number ▾	Gross Pay ▾	Taxes ▾	Deductions ▾	Net Pay ▾	Actions ▾
09/22/2023	7639	\$800.00	\$178.10	\$0.00	\$621.90	View Paystub
02/24/2023	7565	\$1,200.00	\$304.42	\$0.00	\$895.58	View Paystub
02/17/2023	7435	\$1,440.00	\$389.87	\$0.00	\$1,050.13	View Paystub
02/10/2023	7255	\$1,000.00	\$216.51	\$0.00	\$783.49	View Paystub
01/27/2023	7221	\$480.00	\$96.17	\$0.00	\$383.83	View Paystub
01/20/2023	7194	\$800.00	\$178.10	\$0.00	\$621.90	View Paystub
01/13/2023	7170	\$1,040.00	\$247.45	\$0.00	\$792.55	View Paystub

Viewing 1 - 7 of 7

****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.

Pay > Pay History > Pay Detail

Pay Detail

Pay Period: 06/19/2023 - 07/06/2023	#7639
Net Pay	\$621.90
ACH Amount	\$0.00
Check Amount	\$621.90
Paid 09/22/2023	View Check

EARNINGS TAXES WITHHELD DEDUCTIONS

Description	Hours	Rate	Amount	Department	Location
REG PAY	35.00	\$20.00	\$700.00	03	101
PTO	5.00	\$20.00	\$100.00	03	101

Viewing 1 - 2 Of 2

[Ok](#)

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

Earnings: Hours worked, pay rate, and pay types (such as regular, bonus, overtime, etc) for that check 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:

Pay > Payroll Inquiry

Payroll Inquiry Select Year 2023

EARNINGS TAXES WITHHELD DEDUCTIONS PAY HISTORY

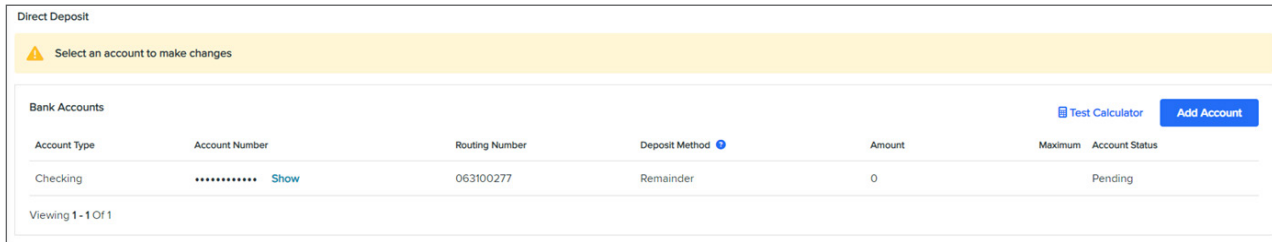
Description	Amount
REG PAY	\$5,820.00
Overtime	\$630.00
EXP REIMB NT	\$50.00
PTO	\$260.00

Viewing 1 - 4 Of 4

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

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.

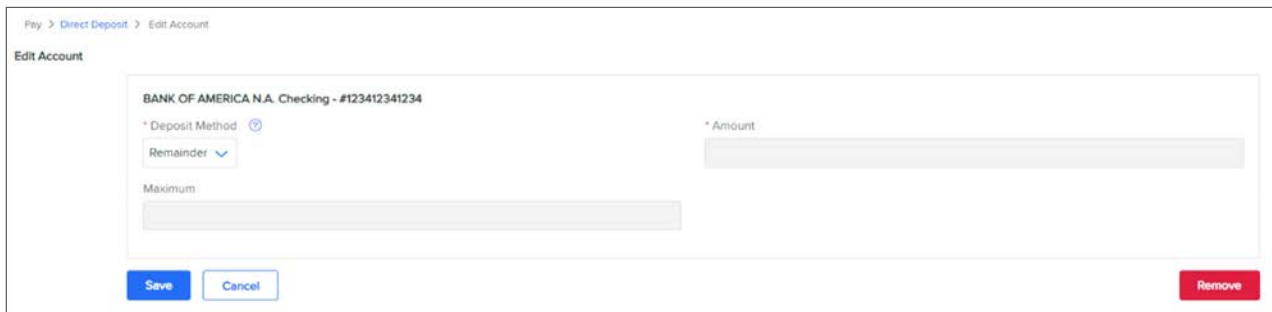
Direct Deposit Authorization: This option allows you to manage your deposit accounts; you can add/delete accounts or edit the deposit amounts. When you click this option, you will see your current account(s) (if any) as well as the **Account Type, Routing and Account numbers, Deposit Method and Account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



The screenshot shows the 'Direct Deposit' page with a yellow warning banner that says 'Select an account to make changes'. Below the banner is a table titled 'Bank Accounts'. The table has columns for Account Type, Account Number, Routing Number, Deposit Method, Amount, Maximum, and Account Status. There is one row of data for a 'Checking' account with a masked account number, routing number 063100277, and a deposit method of 'Remainder'. The amount is 0 and the status is 'Pending'. There are buttons for 'Test Calculator' and 'Add Account' in the top right. At the bottom left, it says 'Viewing 1 - 1 Of 1'.

Account Type	Account Number	Routing Number	Deposit Method	Amount	Maximum	Account Status
Checking	***** Show	063100277	Remainder	0		Pending

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



The screenshot shows the 'Edit Account' pop-up window. It has a breadcrumb trail 'Pay > Direct Deposit > Edit Account'. The title is 'Edit Account'. The main content area shows 'BANK OF AMERICA N.A. Checking - #123412341234'. There is a dropdown menu for 'Deposit Method' with 'Remainder' selected. To the right is a text input field for '* Amount'. Below the dropdown is a text input field for 'Maximum'. At the bottom are 'Save', 'Cancel', and 'Remove' buttons.

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  icon in the top left corner.

Paid Time Off

(**ONLY applicable if tracked in PrestigePRO)

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/denied by your PTO approver according to the amount of PTO you've accrued and the plans offered by the company.

Paid Time Off Screen: This screen shows a summary of your Paid Time Off Plans & balances :

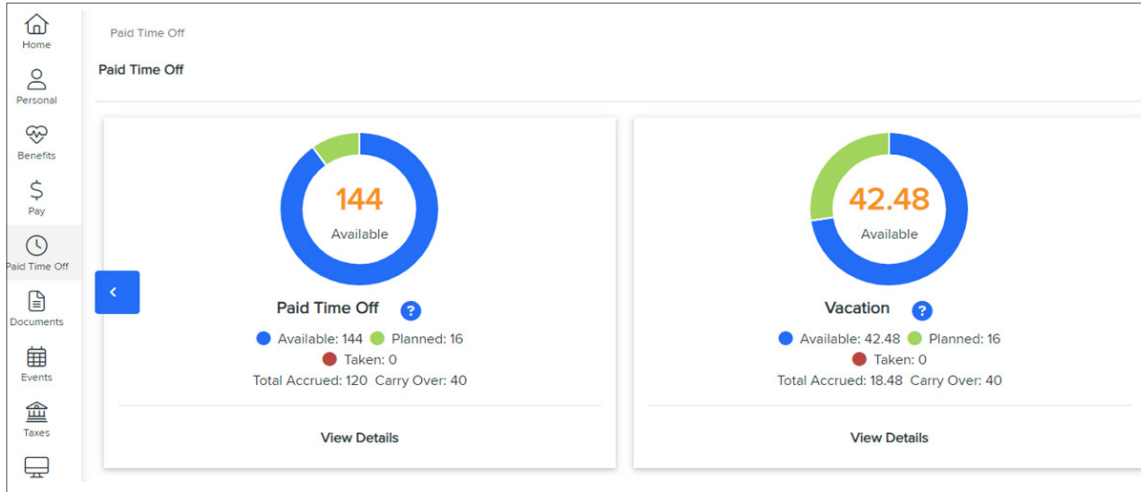
Paid Time Off

Upcoming Time Off

[View All](#)

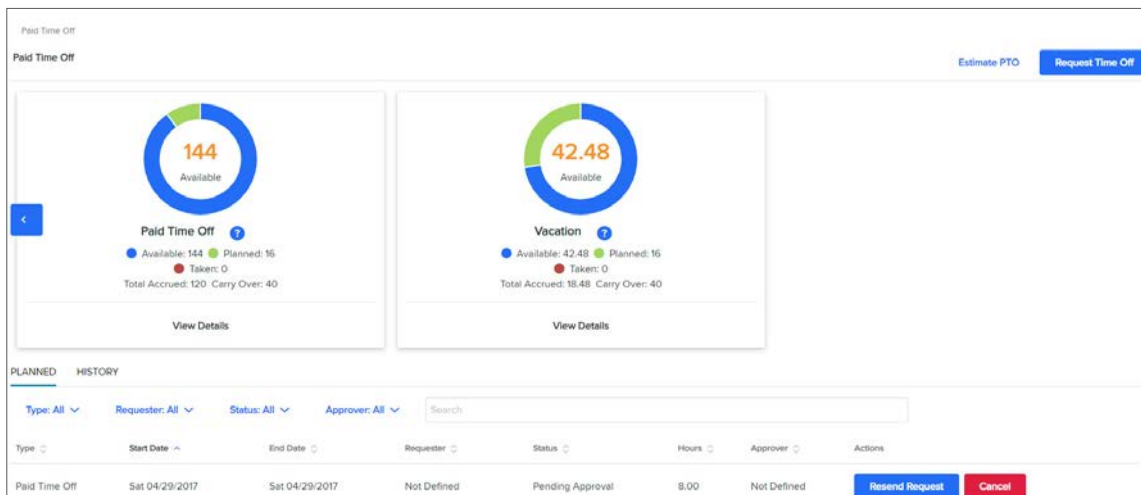
Available Time Off

Paid Time Off	Vacation
144 Hours	42.48 Hours



PTO Details 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 Request 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 PTO type of time you're requesting, as well as the start and end dates for that PTO type. There is also an optional comment section to indicate the nature of your paid time off. Once you entered the dates, you can edit the PTO hours for each of the dates requested, per company policy.

The screenshot shows a PTO request form with the following elements:

- * PTO Type:** A dropdown menu set to "Paid Time Off".
- Include Weekends:** An unchecked checkbox.
- * Start Date:** A date picker set to "01/31/2024".
- * End Date:** A date picker set to "01/31/2024".
- Comment:** A large empty text input field.
- Review Hours:** A section with a blue refresh icon.
- Wed 01/31/2024:** A row showing a date and a red trash icon.
- Hours:** Input fields showing "8" hours and "0" minutes.
- Request Total: 8 Hours:** A summary bar at the bottom of the review section.
- Submit:** A blue button.
- Cancel:** A white button with a blue border.

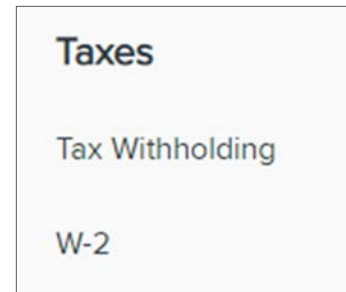
Once you enter your information and hit **Submit**, your PTO approver will be notified of your request for them to approve or deny your request. You will be notified once your request is approved or denied, you can also track the status in the Paid Time Off section as shown above.

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

****TIP:** To return to the main dashboard, you can click the  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.




You will be able to change your status of **Single or Married filing separately, Married filing jointly or Head of Household** 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  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. The “My Documents” will house your Onboarding documents signed during the hiring process if you were hired after June 2019.

Documents				
<input type="text" value="Filter..."/>		Go	Prev	Next
	Name	Version	Category	
	Company Documents			
	Global Documents			
	My Documents			

State Posting Notices

Employee Poster Viewing Center. Employees can view all applicable Federal/State/Local posting notices here.

Employee Poster Viewing Center

Select the Location where you work:

United States ▼



Addendum

Life Event Request

****Please be sure Pop-up Blockers are turned off.****

1 To trigger a Life Event, you must first log in to your PrestigePRO Employee Self Service portal. <https://pea-ep.prismhr.com/#/auth/login>

2 Once on the **Dashboard**, you will find the Life Events widget.

The screenshot displays the PrestigePRO dashboard. The 'Life Events' widget is highlighted with a red border. It contains the following text and form elements:

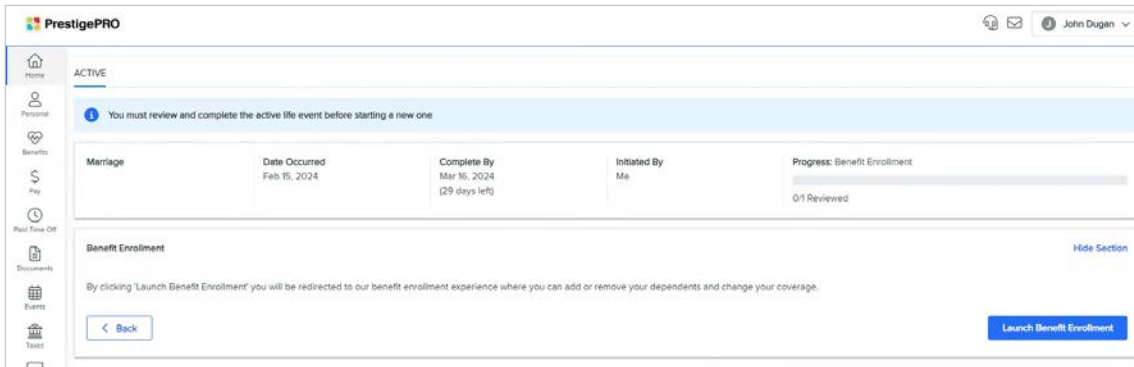
- Life Events**
- You can change your benefits based on your qualifying life event by starting the process here.
- * Life Events: Select One (dropdown menu)
- * Date Occurred: MM/DD/YYYY (calendar icon)
- Report Life Event (button)

NOTE: The Life Event widget is found on the Dashboard (home page) and NOT within the ESS benefits section.

3 Choose the life event from the list of options in the Life Events drop down box that applies.

4 Enter the date the Life Event took place in the Date Occurred field.

5 Once the above is entered hit the Report Life Event button and you are brought to the following screen:

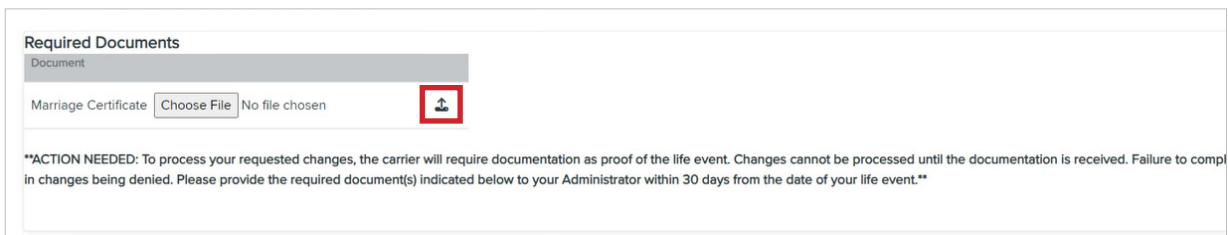


6 You can now access the benefit enrollment portal by hitting the Launch Benefit Enrollment button on the bottom right

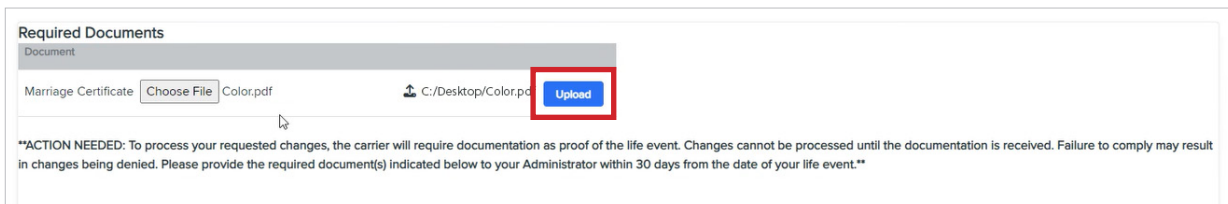
7 You will now be able to go through the election process and make the appropriate elections.

8 All life events will require documentation or proof of the Life Event. Once you are through the benefits and on the summary page you can upload the required documentation

a. Click the upload icon (which looks like a little arrow pointing up) next to listed required paperwork.



b. Once you have chosen your file YOU MUST hit the upload button that appears next to it in order to continue.



NOTE: If this is not done, the documents will not upload, and will delay the approval process.