



700 Montgomery Hwy Ste 148
Vestavia, Alabama 35216
Phone (205) 326-0004
Fax (205) 326-0284

EMPLOYEE PORTAL FOR PAY VOUCHERS

Direct Deposit pay vouchers (check stubs) are available online via our employee portal. From this portal, you will have access to check stubs and W-2's online. Hard copies of check stubs will not be mailed. *(Historical data prior to 3/31/18 is available by contacting timesheet@itacsolutions.com.)*

***This system is only for payroll processing (check stubs). [SpringAhead is used for timekeeping.](#)

To access the employee portal - <https://pbspay.evolutionpayroll.com/ess#/login>

Initial Credential Format

Username: Initial of first name (upper case) + last name (all lower case) + itac

Password (all lower case): initial of first name + initial of last name + last 4 SSN + !

Example: John Smith

Username: Jsmithitac

Password: js1234!

When you log into the portal for the first time, you will be required to change your password and set-up three security questions. Should you ever get locked out, you can contact timesheet@itacsolutions.com and we can reset your password. Again, when you log in, you will be required to change your password.

The document below "Employee Portal – User Guide" provides additional information, should you have any questions.

*****For new employees – you will not be able to log into the Employee Portal until your first pay date (typically the Friday after your first week).**

If you have any concerns after reviewing the information below, please email timesheet@itacsolutions.com

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The Employee Portal - User Guide for Employees






The Employee Portal is a Web-based portal offering employees access to their payroll information via the Internet. Through the portal, employees can

- view and print payroll vouchers and W-2s
- access their demographic data
- request time off, and
- view paid time-off balances.

The Employee Portal can be used on tablets and mobile devices.

Internet Browser

Important! Evolution Payroll is designed to leverage the features of the most current browser versions, however, the use of third party browser extensions is prohibited when using Evolution Payroll. See the table below to learn how to disable browser extensions.

Browser	Instructions for disabling extensions
Google Chrome	<ol style="list-style-type: none"> 1. Click the menu button  in the toolbar. 2. Select Settings. 3. Click Extensions in the far left. 4. On the screen that opens, deselect any checkboxes that are marked  Enabled 5. Restart the browser.
Mozilla / Firefox	<ol style="list-style-type: none"> 1. Click the menu button  in the toolbar. 2. Select Add-ons. 3. Click Extensions in the far left. 4. Select the Add-on/Extension you wish to remove. 5. Click the  button. 6. Restart the browser.
Internet Explorer	<ol style="list-style-type: none"> 1. Click the settings button  in the toolbar. 2. Select Manage Add-ons 3. Select Toolbars and Extensions in the far left. 4. The Manage Add-ons screen opens. 5. Select an add-on in the grid, and click the Disable button if available. 6. Restart the browser.
Safari	<ol style="list-style-type: none"> 1. Go to the Safari menu. 2. Select Extensions 3. Select an extension from the list 4. Deselect the Enable checkbox. 5. Restart the browser

Initial Login to the Employee Portal

There are 2 methods that may be used for initial login using the Employee Portal:

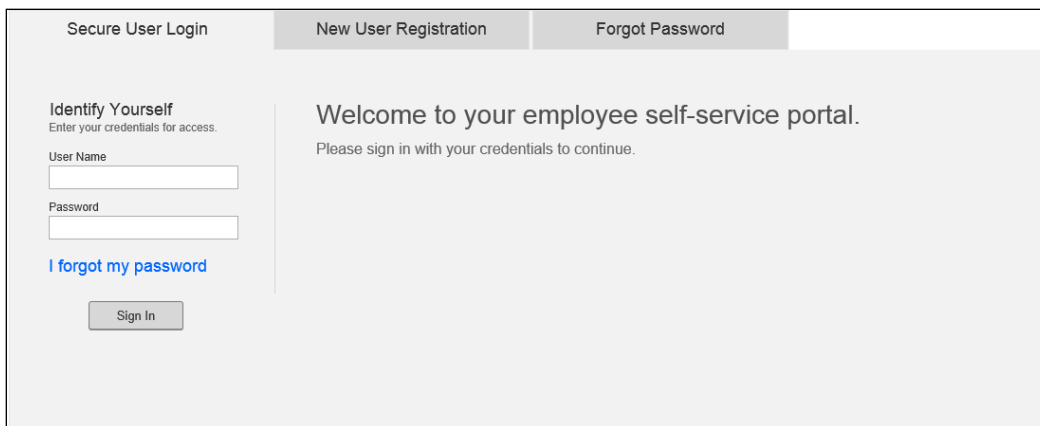
- **Assigned Username and Password:** Used when your HR Administrator has already assigned a username and password for you. They will give that information to you and then you may sign in. See instructions on Page 3.
- **New User Registration:** Used when the administrators do not assign a username and password. Use information from your first Pay Stub to register and log into the Employee Portal. See instructions on Page 3.

Initial Login – Assigned Username and Password

If you received a username and password from your HR Administrator, use the method below to log into the Employee Portal.

1. Open a Web browser and enter the URL provided for access to the Employee Portal.

Result: The Login screen opens to the Secure User Login tab.

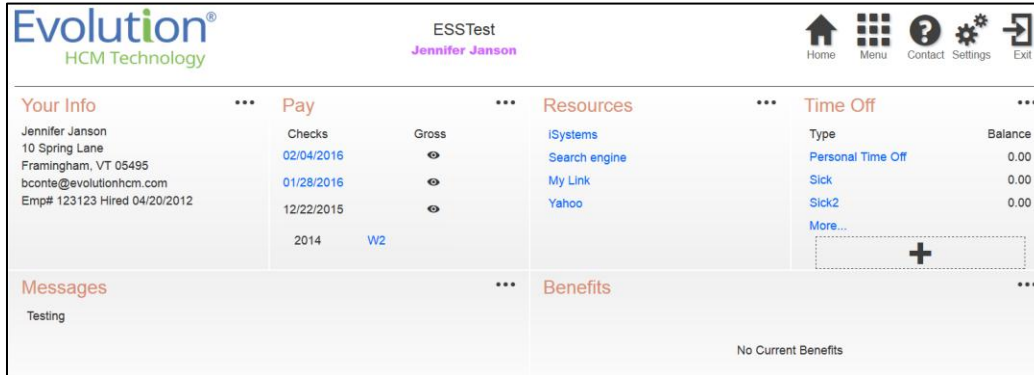


2. Enter the username and password assigned by the Administrator.
3. Click **Sign In**.

Result: The Settings screen opens, on which are Security Questions the user must set up for future login.


Employee Identification

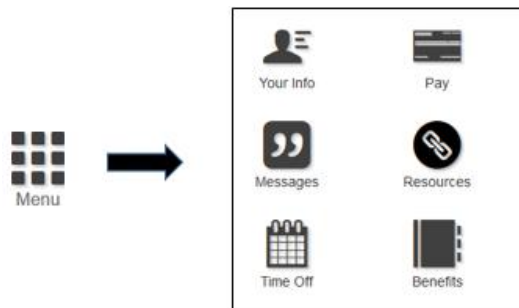
The employees' first and last name displays in the header when logged into the portal.



Navigation Buttons

There are several buttons in the upper right corner of the Dashboard used to navigate the application.

1. Click the **Home**  button from anywhere in the application to be brought back to the Dashboard.
2. Click the **Menu** button to access additional menu buttons to the screens on which to enter information to be displayed on the Dashboard



Pay section

1. Click **Pay** on the Dashboard to view and/or edit the information. Information at the bottom of the Pay screen relates to Direct Deposit information currently set up for the employee.

Evolution[®] HCM Technology

ESSTest
Jennifer Janson

Home Menu Contact Settings Exit

Your Info ...

Jennifer Janson
10 Spring Lane
Framingham, VT 05495
bconte@evolutionhcm.com
Emp# 123123 Hired 04/20/2012

Pay ...

Checks	Gross
02/04/2016	👁
01/28/2016	👁
12/22/2015	👁
2014	W2

Resources ...

- iSystems
- Search engine
- My Link
- Yahoo

Time Off ...

Type	Balance
Personal Time Off	0.00
Sick	0.00
Sick2	0.00
More...	

Messages ...

Benefits Enrollment will be open beginning April 1, 2017.

Benefits ...

No Current Benefits

2. Select the year if applicable, to see previous years' checks.

Evolution[®] HCM Technology

ESSTest
Manager Rewrite

Home Menu Contact Settings Exit

Pay Direct Deposit

Your tax documents are available

Check Date	Check #	Gross
06/05/2014	4089	\$444.44
05/29/2014	3885	\$444.44
05/15/2014	3641	\$444.44
03/27/2014	3470	\$444.44
03/20/2014	3407	\$444.44
03/13/2014	3402	\$444.44
03/06/2014	3397	\$444.44

W2 Annual EE - 2014

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3. The most recent W-2 and 1099 forms are also available and can be clicked to view.
4. Click the **check date** to view the check stub for that payment date.
5. **Data before 3-31-2018 WILL NOT be available in the portal.**

Preview

Manager H Rewrite

Company: ESSTest1
 Period Begin: 1/31/2016
 Number: 4
 Social Security #: XXX-XX-7586
 Hire Date: 1/9/2013

ESSTest


Period End: 2/6/2016
 Check Date: 2/4/2016
 Check Number: -99996925

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 Burlington VT 05401 555-555-5555

Personal Time Of 34.500000 Accr=0.000000 U
 Sick 30.000000 BalPr+0.000000 Acc=38.0000
 00 Used=-8.000000 BalAf HOURS
 Sick2 0.000000 Accr HOURS
 Sick3 0.000000 Accr HOURS
 Sick5 0.000000 Accr=0.000000 Used=-10.0000


Earnings					Deductions				
Description	Location / Job	Rate	Hours/Pieces	Current	Year To Date	Description	Current	Year To Date	
Salary		45.00	0.00	666.00	666.00	Fed (M/0) (2376.00)	264.32	264.32	
Regular		45.00	38.00	1710.00	1710.00	Medicare (2376.00)	34.45	34.45	
		0.00				PA (SM/66) (2376.00)	2053.47	2053.47	
		0.00				Aberdeen Village Courtesy(2376.00)	23.76	23.76	
Total Earnings					38.00	2376.00	2376.00	Total Deductions	2376.00
NET PAY		0.00	Total Direct Deposits		0.00	Check Amount	0.00	0.00	

To save a copy of a paystub or Form W-2, click **Save** in the Navigation Pane on the left-hand side of the screen. A .PDF is created, which can then be saved to the workstation.

To print a copy of a paystub or Form W-2 without having to save it to the machine, click the **Printer**  symbol in the Navigation Pane.

Print

Total: 3 sheets of paper

Destination  IPRHP3200 PCL3 (jbliss)

Pages All

e.g. 1-5, 8, 11-13

Copies

Layout

[+ More settings](#)

Print using system dialog... (Ctrl+Shift+P)

Important: Pop-up blockers must be disabled to use the **Save** and **Print** functions