

Welcome to Employeeforward.com

As a partner with Harpers Payroll Service, your employer has elected to provide you with the ability to view your payroll data anytime you wish, without the need for paper. This will guide you through the use of your new employee portal.

To access employeeforward.com:

You will first receive an email from no-reply@employeeforward.com with the following instructions:

Click on the link below, then follow the instructions there. You'll be up and running in no time. If the link doesn't work for some reason, copy and paste it into your browser's address bar and hit Enter.

Please do not reply to this message. If you need assistance, please contact Human-Resources at yourhrrep@yourcompanyemail.com or (XXX)-XXX-XXXX, or someone else in your company's payroll or HR department.

https://www.employeeforward.com/register?e=FAB53275-53EA-412F-855F-1698C7AA061B

When you click on the link, you will be brought to a page asking you for the last 3 digits of your social security number, as well as your home zip code (this is how you are initially identified).

You will next be instructed to create a user name, password (as well as confirm that password), and then a security question and answer. Once you have successfully completed this step, you will be able to log in to employeeforward.com using the credentials you just created. Should you lose or forget your User Name of Password, you will have the ability to access this data based on your personal information. From the logon screen, simply click on the *Forgot username?* or *Forgot password*? Links.

The following illustrations will guide you through a navigation of the website, and help you to understand each section.

Home Page:

Messages: Any information we want you to be aware of will be listed in the messages area.

<u>Quick Links:</u> If these tools are activated, you will be able to click on the link to direct you to the data being featured.

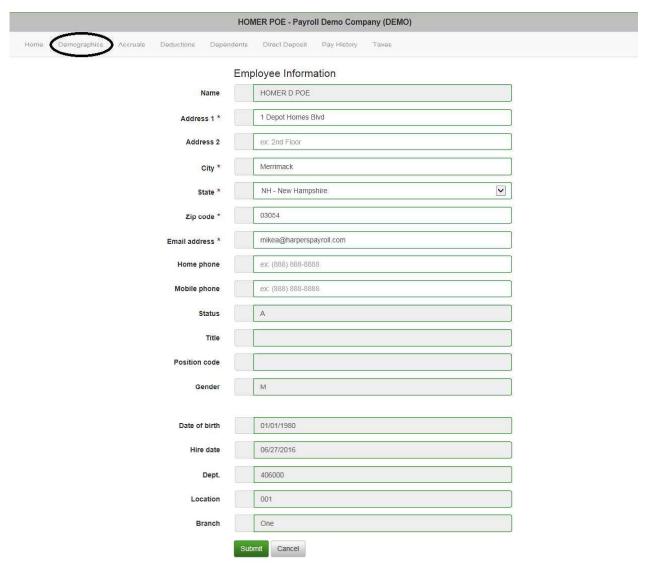
Welcome: Welcoming you to the employeeforward.com web portal.





Demographics

The Demographics tab will give you access to your personal information. In some cases, employers will allow employees the ability to modify information like employee address, which can be a useful tool to ensure your address is always current. (*fields in grey cannot be edited by the employee*) Once information has been changed, be sure to click the **Submit** button at the bottom of the page.





Accruals

This tab will allow employees to see any time off accrual balances they have.



Deductions

This tab will allow employees the ability to see each deduction they have set up on their record. It will also show applicable goals and amounts paid towards those goals.



Dependents

This tab will allow employees to track each dependent. This is valuable when tracking for the Affordable Care Act. *If your employer chooses*, these fields can be edited by the employee. This can be done by clicking on the pencil icon next to the name, the employee could modify the record. Remember to save the record when you are done.





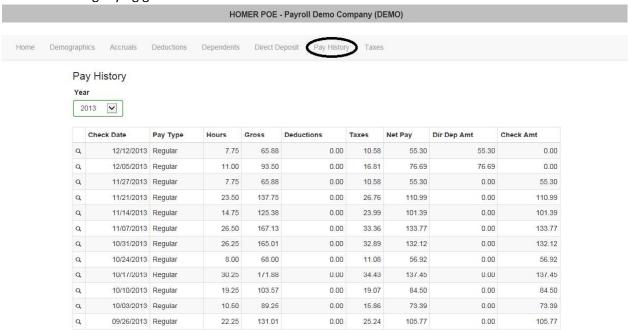
Direct Deposit

This tab allows the employee to see each of the direct deposits they have set up on their record. Again, *If your employer chooses*, these fields can be edited. By clicking on the pencil icon next to the name, the employee could modify the record. Remember to save the record when you are done.



Pay History

This tab will allow employees to view their paycheck for any given week. The employee would simply click on the magnifying glass next to the date needed.



The check will then be prepared and downloaded to the desktop for the employee.

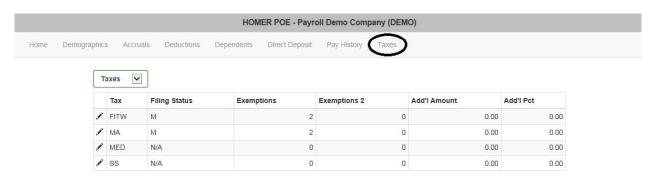




Taxes

This section gives the employee a view of what taxes are being withheld on their record, **as well as** prior year W2 forms. The default selection in the dropdown is Taxes. Most employees have Federal Income Tax (FITW), Social Security/FICA tax (SS), Medicare Tax (MED) their applicable State Tax (in this case MA) and if applicable, any local taxes. *If your employer chooses*, these fields can be edited. By clicking on the pencil icon next to the name, the employee could modify the record. Remember to save the record when you are done.





To access Prior W2 forms, change the selection to $\underline{W2s}$. You can then click on the year to access the W2 form.

