

RIGHT FROM THE START

Your Guide to easyAccess - Employee Level -

Thank you for your interest in NELCO Online Technology. We strive to bring you tools that will save you time and increase your productivity. With easyAccess you will have the power to make needed payroll changes twenty-four hours a day. New hires, pay changes, employee views and information changes, are just a few of the features that you can do with easyAccess. If you are already signed up for easyAccess, log on now and follow along as this guide will walk you through each feature.



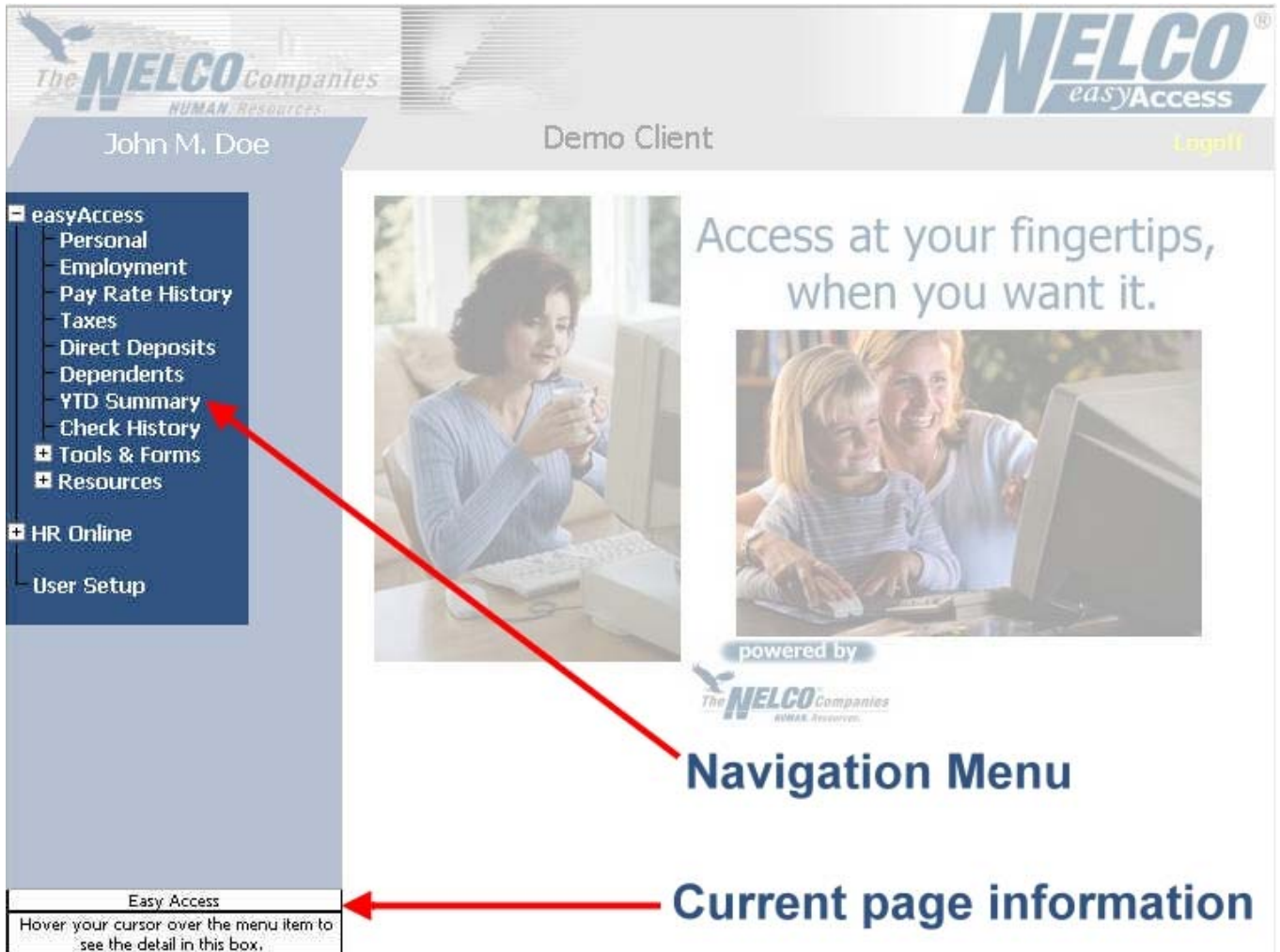
To get to the login page go to <http://www.goNELCO.com/easyAccess> or you can go to our main website and click on the easyAccess icon.

Once there, if you are a first time user, please click the “First Time User” button.

If you are a first time user, you will need your employee ID and your social security number. You will be given easyAccess employee level entry. To gain Client Level access you must request for WebTime setup from our website. Click on the “Sign Up” menu option near the top of the page.



The main site navigation for easyAccess is on the left of your screen. In the lower left of your screen, you will find the current page information. This lets you know which page that is to the right of the navigation menu.



Navigation Menu

Current page information



On the menu, you will notice plus and minus signs to the left of some of the links. This is what is called "Tree Navigation". If you click on a plus, it will open up items that branch off from the main link, and then it will turn into a minus sign. To close the branch, click the minus sign.

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John M. Doe Demo Client Logoff

Personal

First Name : John M.
Last Name : Doe
Soc. Sec Num : 100-00-0001
Address Line 1 : 125 North East Avenue
Address Line 2 : Apt. B-2
City : Bradenton
State : FL
Zip Code : 34205
Home Phone : (941) 555-1010
Gender : Male
BirthDate : 5/11/1975
Emergency Contact Name : Sally N. Doe
Emergency Relationship : Wife
Emergency Contact Number : (941) 555-1010

[Make Changes](#)

Click to make changes

Personal
Employee Personal Information

The first part of easyAccess is your personal information. This is a very important reason why everyone needs their own private login. You can change your information by clicking on the “Make Changes” link at the bottom of the information view.

When you click on the “Make Changes” link in the above image, entry fields will open up next to each detail. Fill out the information that you want to change and click on submit.

Employee Information Change		
Field	Current	New
Address Line 1 :	125 North East Avenue	<input type="text"/>
Address Line 2 :	Apt. B-2	<input type="text"/>
City :	Bradenton	<input type="text"/>
State :	FL	<input type="text"/>
Zip Code :	34205	<input type="text"/>
Home Phone :	(941) 555-1010	<input type="text"/>
Emergency Contact Name :	Sally N. Doe	<input type="text"/>
Emergency Relationship :	Wife	<input type="text"/>
Contact Number :	(941) 555-1010	<input type="text"/>
Misc. Requests :	<input type="text"/>	
Submit		Cancel

John M. Doe Demo Client Logoff

Employment

Client Name : Demo Client
Employee Status : Active
Hire Date : 7/21/2000
NELCO Hire Date : 7/21/2000
Termination Date :
Anniversary Date : 7/21/2003
First Review Date : 10/21/2000
Full/Part Time : Full Time
Pay Cycle : Weekly
Pay Type : Hourly
Pay Rate : \$15.15
Occupational Description : PHONE SALES

Employment
Employee Employment Information

With the Employment information page, you can view things such as your hire date with the company that you work for, the official hire date that you joined the NELCO family, your pay rate, pay type, and status.

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The pay rate history is a great way to track pay rate changes.

Pay Type	Pay Rate	Change Date	Months Since Change
Hourly	\$15.15	1/1/2002	14
Hourly	\$5.15	7/21/2000	18

Taxes

Federal	
Federal Status :	Married
Federal Exemptions :	01
Additional Federal Withholding :	\$5.00
Earned Income Credit :	Both Spouses
State Worked	
Work State :	GA
State Withholding Status :	Married
State Exemptions :	01
State Additional Withholding :	\$0.00
State Residence	
Resident State :	FL
State Withholding Status :	Married
State Exemptions :	01
State Additional Withholding :	\$0.00
Local Taxes	
Local Tax 1 :	GA

With easyAccess, you can check your W-4 status with NELCO at your convenience.

Direct deposit information is available so that you may verify and track where your pay is going.

Rec Num	Routing Number	Bank Acct. Num	Acct. Type	Amount/Percentage	YTD Amount
01	063100277	2582568958	Checking	\$150.00	\$0.00
02	063100277	56897548214	Savings	100.00%	\$0.00

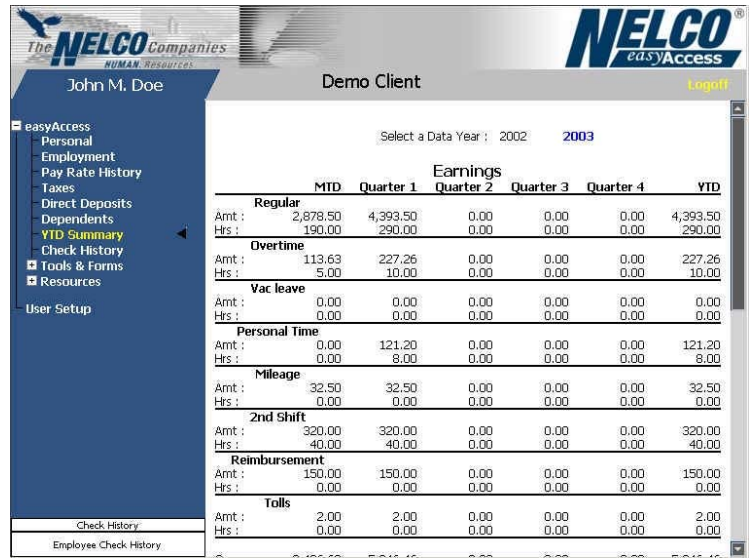
Dependents

Last Name	First Name	Relation	BirthDate	Detail
Doe	Sally N.	Wife	12/5/1958	Detail

Click for details.

Dependent information is available to view online. Click the "Detail" link to view everything on file.

The YTD Summary contains a great quantity of information about your earnings. Such as quarterly break downs, month to date and year to date.



		MTD	Quarter 1	Quarter 2	Quarter 3	Quarter 4	YTD
Earnings							
Regular							
Amt:	2,678.50	4,393.50	0.00	0.00	0.00	0.00	4,393.50
Hrs:	190.00	290.00	0.00	0.00	0.00	0.00	290.00
Overtime							
Amt:	113.63	227.26	0.00	0.00	0.00	0.00	227.26
Hrs:	5.00	10.00	0.00	0.00	0.00	0.00	10.00
Vac leave							
Amt:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hrs:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personal Time							
Amt:	0.00	121.20	0.00	0.00	0.00	0.00	121.20
Hrs:	0.00	8.00	0.00	0.00	0.00	0.00	8.00
Mileage							
Amt:	32.50	32.50	0.00	0.00	0.00	0.00	32.50
Hrs:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2nd Shift							
Amt:	320.00	320.00	0.00	0.00	0.00	0.00	320.00
Hrs:	40.00	40.00	0.00	0.00	0.00	0.00	40.00
Reimbursement							
Amt:	150.00	150.00	0.00	0.00	0.00	0.00	150.00
Hrs:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tolls							
Amt:	2.00	2.00	0.00	0.00	0.00	0.00	2.00
Hrs:	0.00	0.00	0.00	0.00	0.00	0.00	0.00

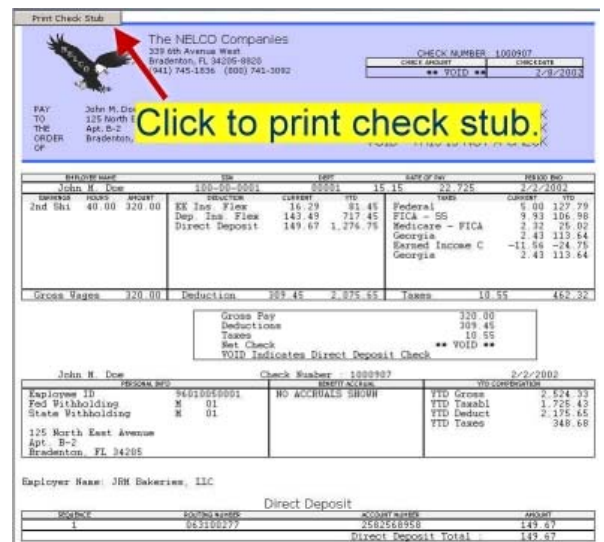
Check History

Check Date	Check Number	Gross Pay	Net Check	View Check
02/22/2002	1000913	606.00	0.00	Check
02/15/2002	1000910	790.50	0.00	Check
02/08/2002	1000907	320.00	0.00	Check
02/01/2002	1000904	454.50	0.00	Check
01/25/2002	1000901	303.00	0.00	Check
01/18/2002	1000898	840.83	0.00	Check
01/11/2002	1000895	606.00	0.00	Check

Click to see check stub pop up.

Check History has your check stubs online. Check date, check number, gross pay, and net check are all viewable from this page. If you need to see the stub, click on the "Check" link on the right side of the row. Please note that if you have direct deposit, your net check will show as zero.

You will find that the check stub pop up looks exactly like the stub that you receive with your real check. In the upper left corner of the window you will see a "Print Check Stub" button, with which you can print out the stub. This is a great way to retrieve your check stubs if you ever are trying to finance something.



DESCRIPTION	DEBIT	CREDIT	AMOUNT
2nd Shif			320.00
EE Ind. Flex	18.29		18.29
Dep. Ins. Flex	143.49		143.49
Direct Deposit		149.67	149.67
Gross Pay			320.00
Deduction			161.75
Taxes			10.55
Net Check			0.00



The Employee Perks page has all the discount information that NELCO offers every employee.

Employee Perks Information

Dear NELCO Employees,

At NELCO we believe the "little things" do make a difference! Below are some additional benefits you may be eligible for.

- **Amusement Park Discounts:** Available to all NELCO employees:
 - **Discount Disney Tickets:** Available during seasonal promotions only.
 - **Discount Universal Studios/Islands of Adventure Tickets:** Available year round.
 - **Magic Kingdom Club Card:** Save 10% on merchandise at the Disney Store, dining, selected admissions and 10-20% discounts on area hotels.
- **Hotel and Resort Discounts:** Discounts are available for numerous hotels and resorts in Florida and various national locations.
- **Rental Car Discounts:** Alamo Rental Car Discounts Card provides year-round discounts of up to 15% off car rentals.
- **Dell Computer Discounts**
- **Optional Insurance Products:** Available for purchase by all NELCO employees working 30 hours or more per week. We can assist you with these products.
 - Short-term Disability
 - Cancer Coverage/Critical Illness Coverage
 - Universal Life
 - Guaranteed Issue Group Term Life
- **Employee Payment Options:** Available to all NELCO employees:

User Changes

*** An email confirmation will be sent out to your email address momentarily.
*** There will be a link to accept the changes made and a link to decline them.
*** In order for you to log into EasyAccess, you will have to click on the Accept link, in the email, first.

Change What : Email Address Password Hint Q & A

New Email Address : (i.e., name@place.com)

Re-type Email Address :

Please verify this request by entering the answer to your HINT question below!

HINT : What is before the @ sign in my login?

If ever you would like to change your email address, password, or Hint Q&A, you can do so by clicking on User Setup in the navigation menu.