



Employee Self Service | User Manual
Version 1.1

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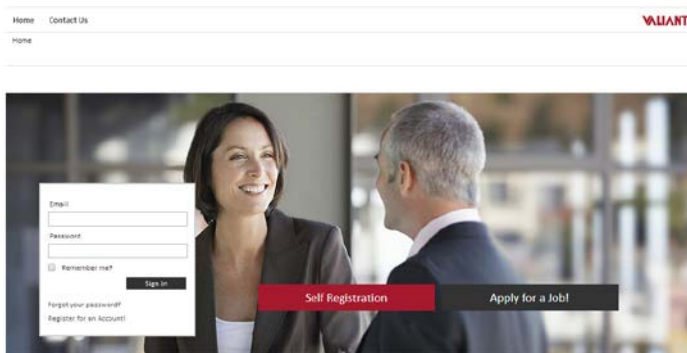
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1. Welcome / Overview

Welcome to the Employee Self Service Portal!

This Portal was designed to empower, you the Employee, by providing direct access to your employment information. You will have access to review your personal profile information as well as to view your Schedule, Pay Statements, Annual Tax Forms and remit Leave requests online, anytime. In addition you will have access to key Resource Tools to allow you to better understand your pay statements as well as plan for withholding changes and life events.

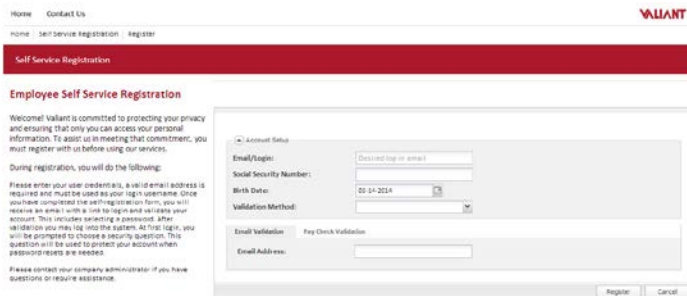
1.1 Self Registration



From the Portal home page, select



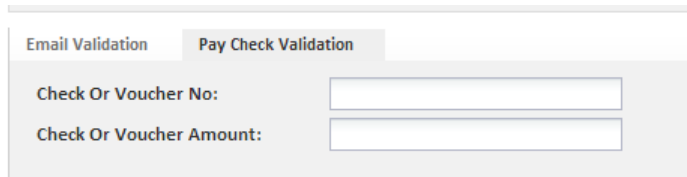
You will be prompted to complete the Account Setup to validate your identity and grant access to the Self Service Portal.



Welcome instructions will be provided onscreen to guide you successfully through this process.

There are 2 validation methods available for you to choose in validating your identify for Account Setup.

The first method is Email Validation in which you will enter the primary email address on record with your employer.



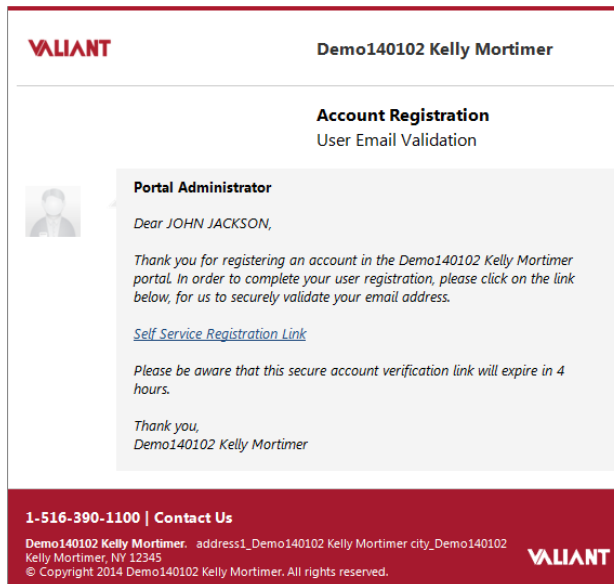
The second method is Pay Check Validation in which you must enter a valid combination of a previously issued check/voucher number and check/voucher amount.



System has successfully validated your identity. A verification has been sent to your login e-mail.

Once you have entered all required information, you will select 'Register'. If validation of information entered was successful, you will receive a confirmation message

Immediate email notification will be sent with a time sensitive link. You must click on this link to complete the registration process.



Once you click through the link, you will be directed to the Portal to create your Account Password.

Welcome instructions will be provided onscreen to guide you successfully through this process.

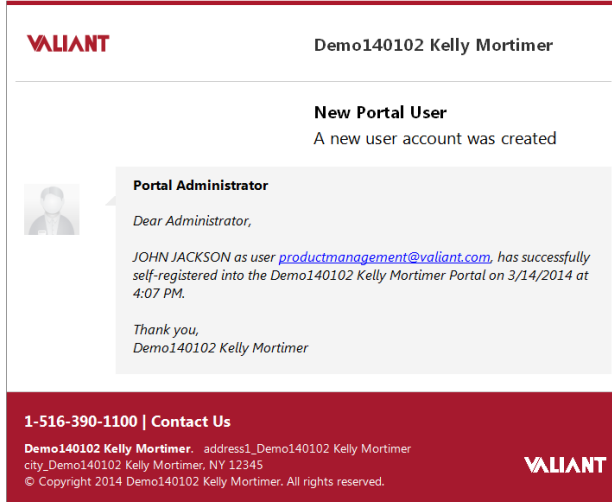
Create Account Password

Welcome! Valiant is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, your password has to meet below criteria.

- Password must be minimum of 6 characters in length.
- Password must contain at least one number
- Password must contain at least one uppercase character
- Password must contain at least one lowercase character
- Password must not contain first or last name
- Password must not contain username
- Password must not repeat more than four of the same characters next to each other

Self Service Registration process has been successfully completed. Please sign in with your credentials.

Once you have successfully created your account password you will receive a message and email notification.



Administrators will also receive notification of your registration as well as any lock out activity so they can support you.

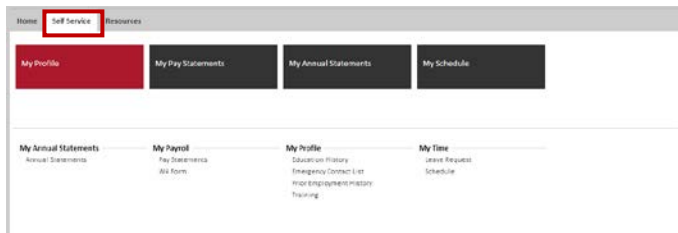
1.2 Signing In

From the Valiant Portal home page, enter your Username (e-mail address) and Password.

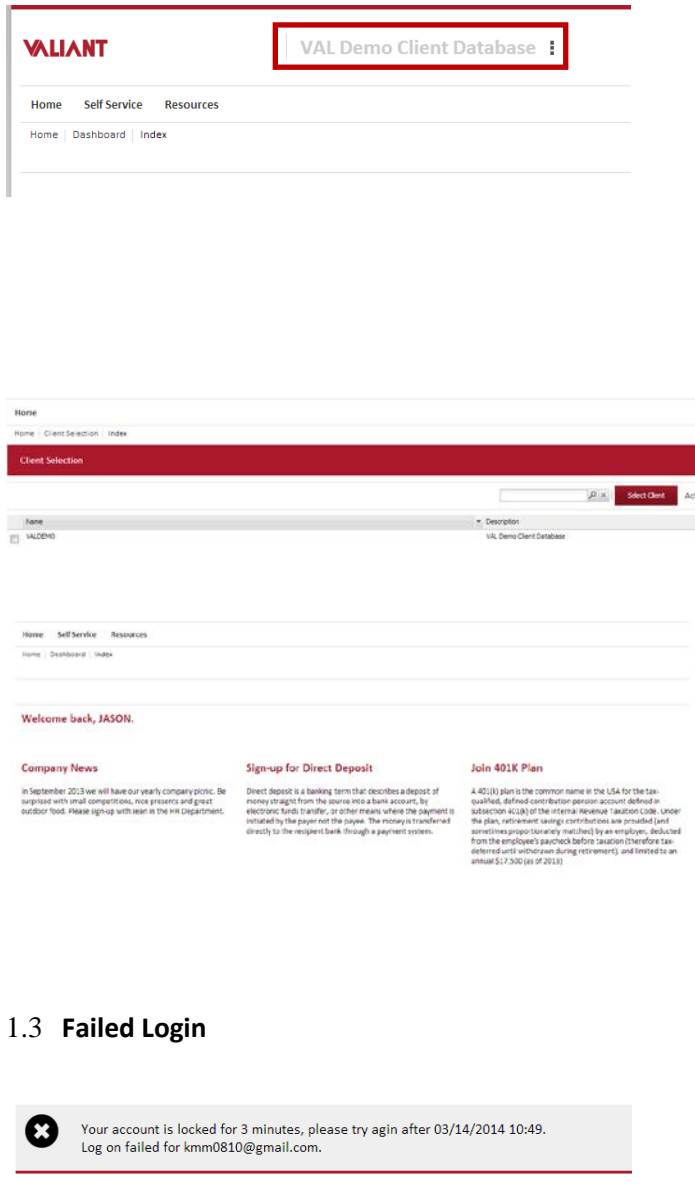
If you want the system to remember your username on this computer place a check mark in the **Remember me?** box.

Click the **Sign in** button to go to the Welcome Dashboard.

NOTE: The Valiant Portal is compatible with Google Chrome, Firefox, IE10 and Safari. All on Windows, Mac and Linux.




Once you have made your client selection, navigate to the Self Service Section of the Portal by first moving your cursor over the “Self Service” heading to access the Self Service Dashboard.



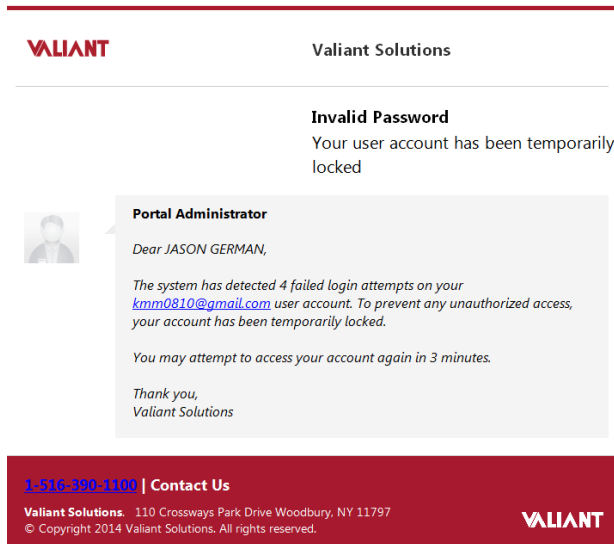
If you are employed with just one employer, this selection screen will not appear and you will be directed into the Self Service Portal with the single employer already pre-selected for you. The Client / Employer name will appear at the top of the page. You may click on the name at any time to Navigate between client records.

Dashboard on the Home page is the primary landing page when logged in, where you will receive a welcome greeting and be presented with content designated by your company administrator such as company news.

1.3 Failed Login

 Your account is locked for 3 minutes, please try again after 03/14/2014 10:49. Log on failed for kmm0810@gmail.com.

Three consecutive failed login attempts will result in your user account being locked for a 'defined' period of time.



VALIANT Valiant Solutions

Invalid Password
Your user account has been temporarily locked

Portal Administrator
Dear JASON GERMAN,

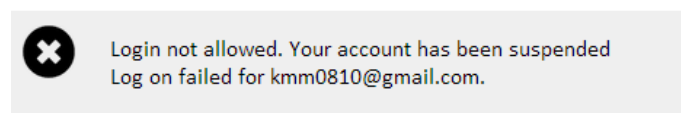
The system has detected 4 failed login attempts on your kmm0810@gmail.com user account. To prevent any unauthorized access, your account has been temporarily locked.

You may attempt to access your account again in 3 minutes.

Thank you,
Valiant Solutions

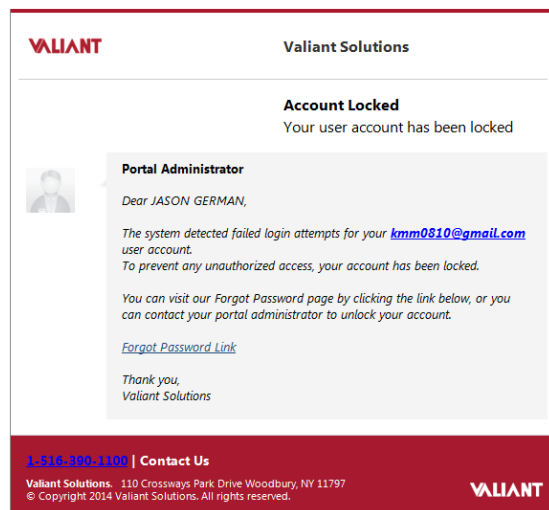
1-816-390-1100 | Contact Us
Valiant Solutions. 110 Crossways Park Drive Woodbury, NY 11797
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Upon your account being locked, the system will distribute an immediate email notification to your designated email address



X Login not allowed. Your account has been suspended
Log on failed for kmm0810@gmail.com.

Continued failed attempts will Suspend your user account



VALIANT Valiant Solutions

Account Locked
Your user account has been locked

Portal Administrator
Dear JASON GERMAN,

The system detected failed login attempts for your kmm0810@gmail.com user account.
To prevent any unauthorized access, your account has been locked.

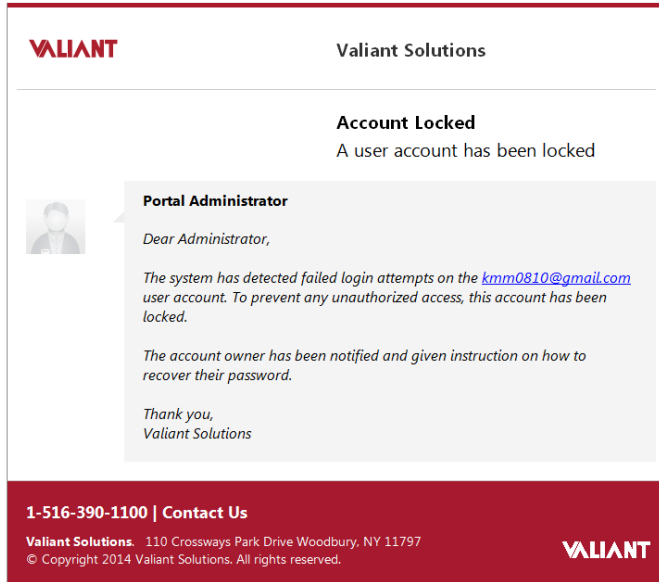
You can visit our [Forgot Password](#) page by clicking the link below, or you can contact your portal administrator to unlock your account.

[Forgot Password Link](#)

Thank you,
Valiant Solutions

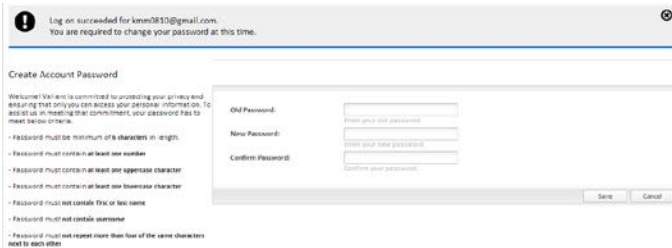
1-816-390-1100 | Contact Us
Valiant Solutions. 110 Crossways Park Drive Woodbury, NY 11797
© Copyright 2014 Valiant Solutions. All rights reserved. **VALIANT**

Upon your account being suspended, the system will distribute an immediate email notification to your designated email address

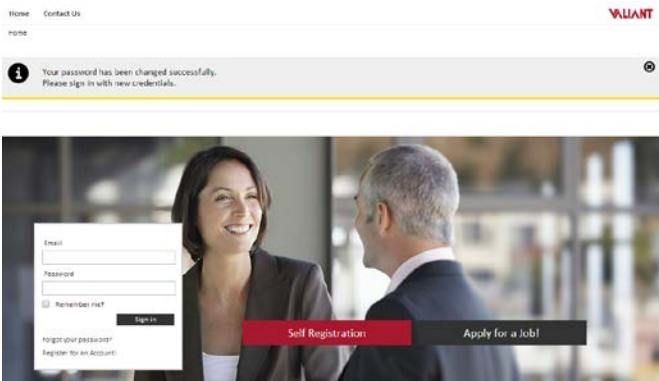


Once your account is suspended, your Administrator will receive an email notification advising of the suspension action and you will need to contact your administrator to restore access.

Once your Administrator resets the password on your account, you will receive immediate email notification. Upon receipt of the email, you will then be required to contact the administrator for a temporary password required to access your account.



On log in you will then be prompted to change the account password to maintain proper account security.



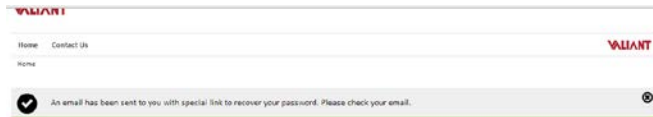
After successfully resetting the account password, you will be returned to the login page and will receive a confirmation that your password has been changed successfully. You may then login with your new credentials.

1.4 Forgot Password

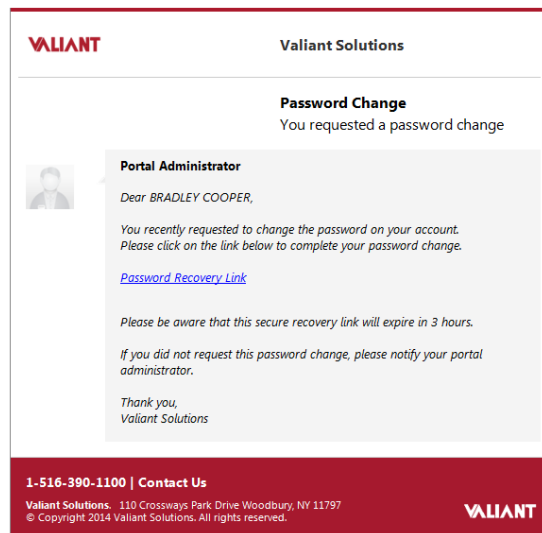


From the Valiant Portal home page, select the link **Forgot your password?**

You will be prompted to enter your registered Email.



Upon Request you will be returned to the Home page with confirmation and instruction of email notification with password recovery details.

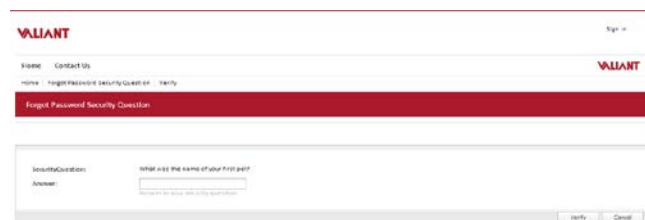


You will immediately receive an email with a Password Recovery Link.

For added security, the Password Recovery Link must be accessed within 3 hours of receipt, at which time it will expire.

Note: If you exceed the expiration period, the link will no longer be effective and you will be required to re-initiate the 'Forgot Password' link from the Home page.

When accessing the Password Recovery Link, you will be directed to the Portal to validate your identity by correctly answering your defined security question.




Once verified, your user account will be acknowledged and you will be prompted to enter a New Password.

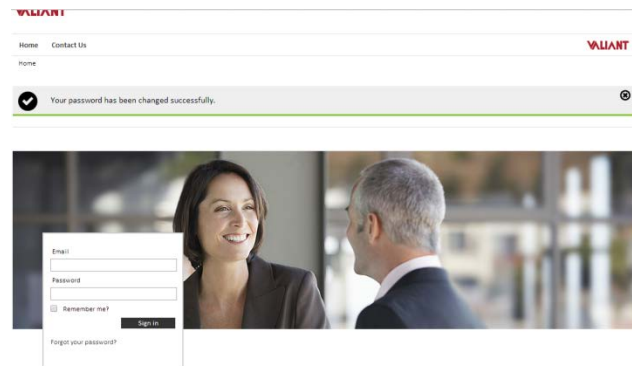


The Account Password criteria is displayed to guide you through this process successfully.

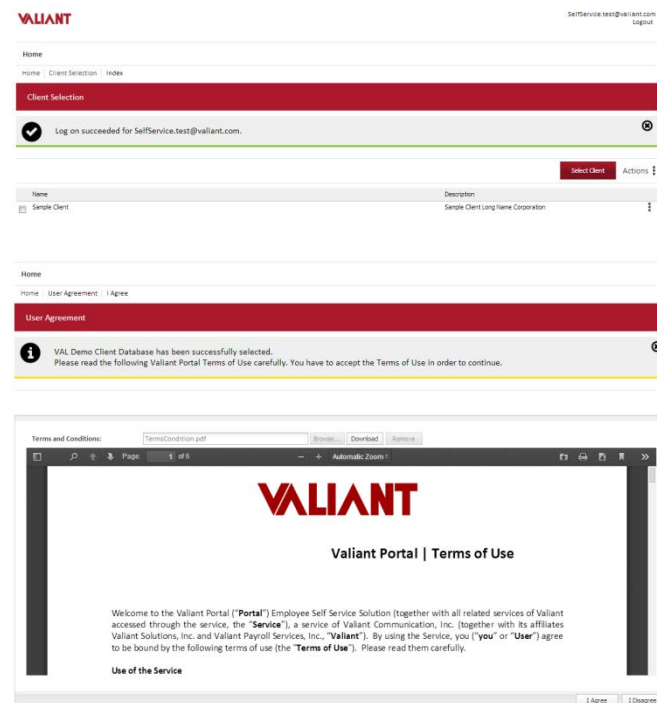
Note: if the password entered does not adhere to the defined password criteria, you will be prompted with a corresponding validation message.

 There were validation messages.
 newpassword :
 - Your new password must contain at least 6 characters
 - Your new password must contain at least 1 numeric character
 - Your new password must contain at least 1 uppercase character

After successfully creating a new password, you will be returned to the Home login page and receive a message indicating the password has been changed successfully and can now login.



1.5 Acknowledgement of Terms of Use & Privacy Policy



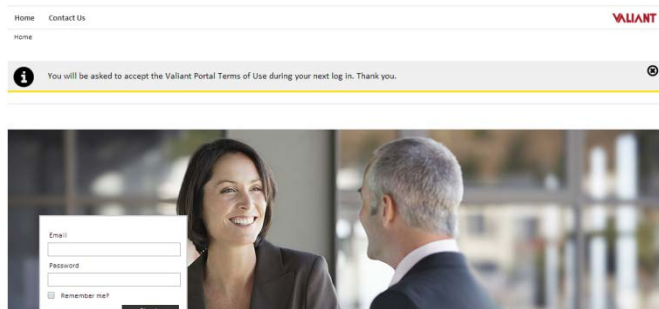
Upon initial login, you will receive a log on succeeded message and be prompted to select the Client, if you are employed with multiple employers.

Once in the context of a Client, you will be prompted to review the Valiant Portal Terms of Use & Privacy Policy on initial use of the application.

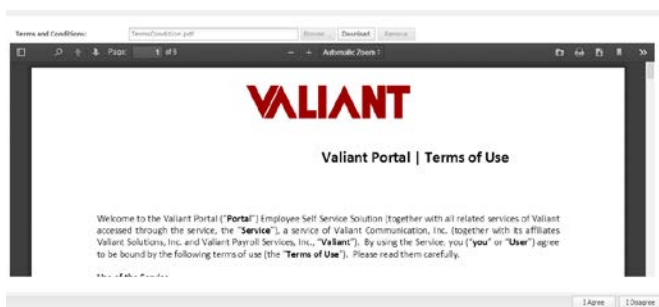
Accepting the Terms of Use is a requirement to use the Valiant Portal. However you will have the option to either select 'I Agree' or 'I Disagree'.

Note: You will be prompted to Review & Accept Valiant Portal Terms of Use &

Privacy Policy as updates to the Policy are implemented periodically.



I Disagree will redirect you to the login page and return a message advising you that you will be prompted on next login in attempt to accept the Terms of use.

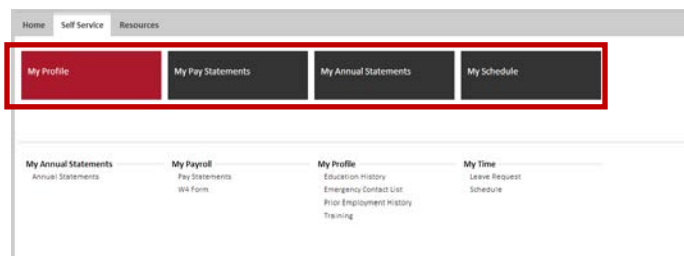


I Agree



Once the terms have been accepted, they will be accessible at all times by accessing the hyperlink in the lower right footer of the portal.

1.6 Navigation Self Service



On the Self Service Dashboard, there are four main selections available for you to execute.

The four Actions that the Self Service user role may execute is to access 'My Profile', 'My Pay Statements', 'My Annual Statements' and 'My Schedule'.

Once you execute any of the four selections, you will be presented with the standard list view.

The list view provides several abilities as shown below.

Sort Records:

Business Unit Profile	Business Unit	Check-Direct D	Check #	Voucher#	Gross Pay	Net Pay	Check Date	Period Start	Period End
Deer River	CALIFORNIA	CHECK	20301		\$1,265.00	\$937.87	12/18/2014		12/31/14
SEBASTIANSDISTRICT	CALIFORNIA	CHECK	20303		\$1,265.00	\$937.87	12/18/2014		12/31/14
ALANYAKALAMIA	CALIFORNIA	CHECK	20304		\$524.00	\$388.96	12/15/2013		12/31/13
ENPHORACALIFORNIA	CALIFORNIA	CHECK	27399		\$243.75	\$182.42	12/29/2013		12/31/13
ASADULTYTRNG	CALIFORNIA	CHECK	27479		\$243.75	\$182.42	12/29/2013		12/31/13

Records can be sorted by any column displayed.

To sort them by Title, for example, hover your mouse over the Title Column Header until the drop-down menu appears. Choose “Sort Ascending” or “Sort Descending” depending on your needs.

Hide/Display Columns:

Check #	Voucher#	Gross Pay
Sort Ascending		\$1,080.00
Sort Descending		\$1,147.50

- Business Unit
- Check-Direct Deposit-Cash
- Check #
- Voucher#
- Gross Pay
- Net Pay
- Check Date
- Period Start
- Period End
- Actions

From the same drop-down menu, you may choose to hide any columns in the Index screen by un-checking the box next to each column. Please be sure to check the boxes for all columns you want to display. By default they will all be selected.

Filter Columns:

Check-Direct D	Check #	Voucher#	Gross Pay
CHECK	Sort Ascending		\$1,147.50
CHECK	Sort Descending		\$1,080.00
CHECK	Columns		\$1,080.00

Filters: Enter filter text here...
= check
Enter filter text here...
Enter filter text here...

You can also filter any of the columns to look for specific records.

For example, to search for payments made by method of Check, hover your mouse over the Filters option and type that word in the selection. Your list view will automatically be filtered to reflect only the filtered data. To remove the filter, just uncheck the “Filters” box.

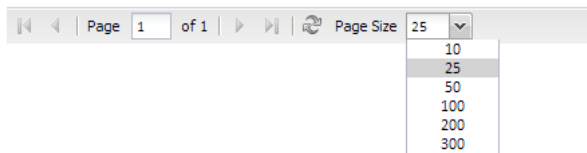
Change Column Display Order:

Check-Direct D...	Check #	Voucher #	Gross Pay
CHECK	28381	✓ Check-Direct Deposit -Cash	\$1,197.00
CHECK	28377		\$1,080.00

By “grabbing” (click and hold) any of the column headers, you can change the order in which the columns are displayed. In the example, the “Check-Direct Deposit-Cash” column is being moved so it displays right before the “Voucher #” column.

NOTE: Up and down arrows show up at the drop spot and the green check mark next to the column’s name to determine that the column can now be dropped.

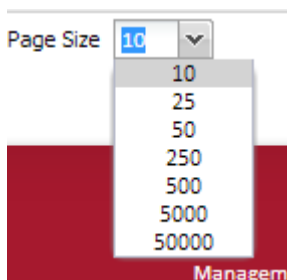
Footer:



To offer users a more quick and convenient navigation through pages, the system uses pagination mechanism to displays records one page at a time. Controls at the bottom of the screen provide the ability to easily navigate through the results.



A user can type the specific Page number or use the Arrows to move between pages.

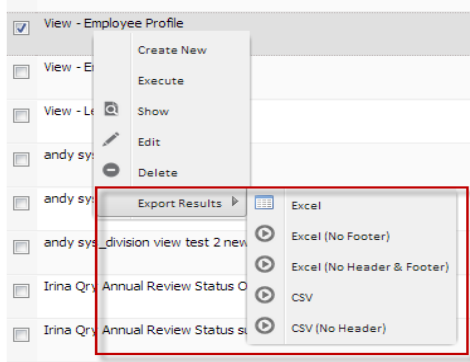


Allows user to determine total number of records displayed per page by the system by selecting a value from a predefined enumeration list.

Showing 11 - 20 of 25952

Provides count of which records are being viewed and total number of records.

1.7 Exporting/Saving Results to a File

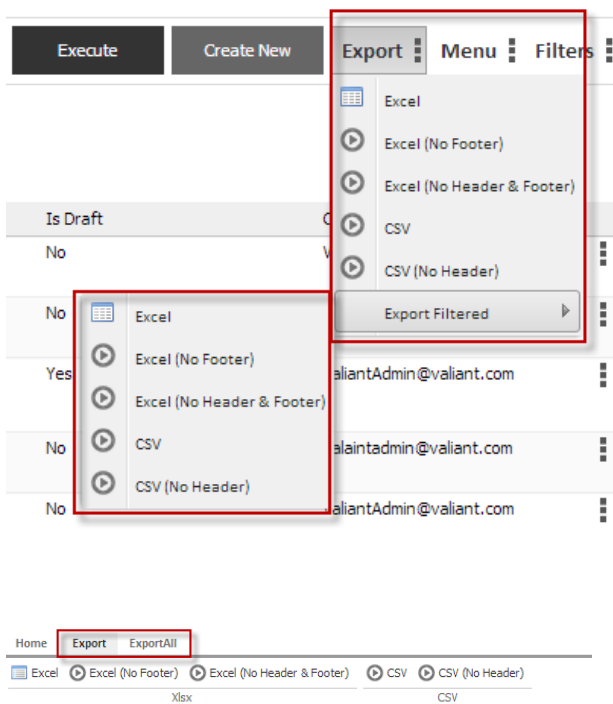


By Clicking Export in the drop-down Menu a user is provided with available export options.

User will select a desired export format.

NOTE: Export results will be saved as a file to user’s local computer.
File naming convention is:

Query Name_YYYY_MM_DD_HH-MM-SS



Export function is available from the Main Menu as well. Click on the Export drop-down located on the main Menu and select a desired export file format.

‘Export Filtered’ downloads the resulting data extract with applied filters (if any).

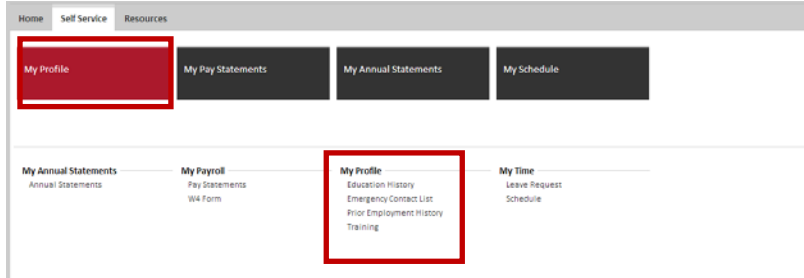
‘Export’ downloads the resulting data extract with applied filters (same as ‘Export Filtered’ above).

‘Export All’ exports the original complete set of output data regardless of any filters applied previously to the result set.

NOTE: By selecting “Excel /no Footer” option, numeric total sum fields will be excluded from the end of the file.

NOTE: By Selecting “Excel /no Header & Footer” or “CSV /no Header” options, column names will be excluded from the top of the file as well as numeric total sum fields will be excluded from the end of the file.

2. My Profile



Profile provides access to your employee information, which may be reviewed and monitored for accuracy. This data includes your primary personal contact information, emergency contacts, prior employment and education.

The profile is a read only presentation and any changes required should be submitted to your Human Resource representative for system update.

Self Service
Personal



JASON GERMAN

Address 1: 110 CROSSWAYS PARK DRIVE
 City: SAN FRANCISCO
 State: CA
 Zip: 98798

My Profile provides you with your detailed contact information currently on file with your employer.

- Personal Form
 - Personal
 - Map
- Additional Attributes
 - Education History
 - Emergency Contact List
 - Prior Employment History
- System Attributes
 - Audit Trail
 - User Notes

Profile

Social Security Number: XXX-XX-9049 Show 🔒

Last Name: GERMAN

First Name: JASON

Middle Initial:

Address

Address 1: 110 CROSSWAYS PARK DRIVE

Address 2:

Address 3:

City: SAN FRANCISCO

State: CA

Zip: 98798

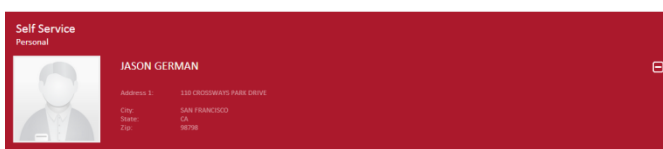
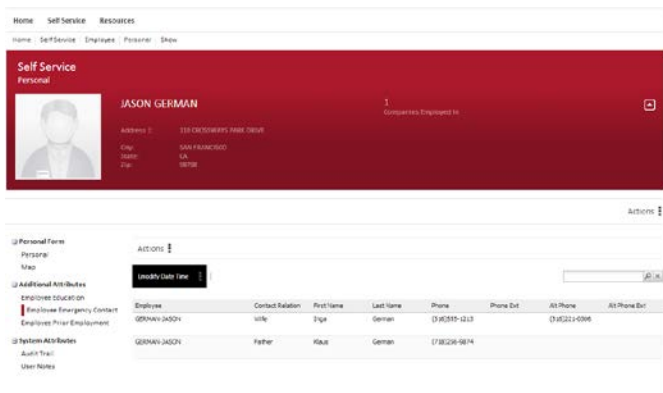
The left column allows you to select and navigate to the additional records.

- Personal Form
 - Personal
 - Map
- Additional Attributes
 - Education History
 - Emergency Contact List
 - Prior Employment History

- Personal Form
 - Personal
 - Map
- Additional Attributes
 - Education History
 - Emergency Contact List
 - Prior Employment History


So for instance, selecting 'Emergency Contact List' will present the related records currently on file with your employer.

Please contact your employer to add or modify any of these records.



Headline presented at the top of the record brings forward relevant information on each of the records you may navigate to and you may also choose to expand or collapse this header as desired.



To Expand or Collapse, you will select the  icon which will then collapse the header and appear as such.

In contrast, select  and the header will be restored to the full display.

2.1 Education History



Education History provides a list view of all educational records on file with your employer.

Self Service
Education History NYU

By clicking on any record listed you can view the details.

Education History Form

- Audit
- System Attributes
 - Audit Trail
 - User Notes

Details

School Name: NYU

Graduated: Yes

Degree Acquired: BACHELORS

Year Of Graduation: 2008

Years: 3

Gpa: 3.5

2.2 Emergency Contact List

Self Service
Emergency Contact List

Related Links: [Show](#) [Export](#) [Actions](#) [Quick Filters](#)

Contact Relation	First Name	Last Name	Primary Telephone	Primary Telephone Ext
Wife	Inga	German	(516)555-1213	
Father	Gus	German	(718)266-6874	

Emergency Contact List provides a list view of all emergency contacts on file with your employer.

Self Service
Emergency Contact List GERMAN-JASON

By clicking on any record listed you can view the details.

Emergency Contact List Form

- Audit
- System Attributes
 - Audit Trail
 - User Notes

Details

Contact Relation: Wife

First Name: Inga

Last Name: German

Primary Telephone: (516)555-1213

Primary Telephone Ext:

Additional Telephone: (516)221-0306

Additional Telephone Ext:


2.3 Prior Employment History

Self Service
Prior Employment History

Related Links: [Show](#) [Export](#) [Actions](#) [Quick Filters](#)

Company Name	Job Title	Start Date	End Date
prior company	prior job	01-01-2013	07-14-2013

Prior Employment History provides a list view of all your prior employment records on file with your employer.


JASON GERMAN

- Prior Employment History Form**
- Map
- System Attributes**
 - Attachments
 - Audit Trail
 - User Notes

Employer

Company Name: ABC COMPANY

Address 1: 110 ANYWHERE ST

Address 2:

City: NEW YORK

State: NY

Zip: 10001

Phone: (516)222-2222

Position

Job Title: MANAGER OF OPERATIONS

Employment Dates

Start Date: 01-15-2010

End Date: 06-13-2012

By clicking on any record listed you can view the details.

2.4 Training

Home | Self Service | Resources

Home | HR | Employee Attributes | Training | Index

Self Service

Training

Related Links:

License	Business Unit	Employee	Training	Training Date	Expiration Date	Modified By	Last Modified
Qualifications	CALIFORNIA-CALIFORNIA	BARNER-RESSICA-72489E2	FIREARM-FIREARM SAFETY 303	8/21/2012	7/01/2013	SLEDGE, VAL	8/21/2012 12:00 AM
Skills	CALIFORNIA-CALIFORNIA	BARNER-RESSICA-72489E2	PRE-ASSIGN-6 HR PRE-ASSIGNMENT	1/20/2012	12/20/2012	SLEDGE, VAL	1/20/2012 12:00 AM
Training	CALIFORNIA-CALIFORNIA	BARNER-RESSICA-72489E2	TIPS-TIPS TRAINING	10/12/2010	5/1/2011	SLEDGE, VAL	10/12/2010 12:00 AM
Business Unit Profile	CALIFORNIA-CALIFORNIA	BARNER-RESSICA-72489E2	CASH REG-CASH REGISTER	9/30/2010	9/30/2011	SLEDGE, VAL	9/30/2010 12:00 AM
039 STAFFING DIVISION	CALIFORNIA-CALIFORNIA	BARNER-RESSICA-72489E2	PRE-ASSIGN-6 HR PRE-ASSIGNMENT	9/8/2010	9/8/2011	SLEDGE, VAL	9/8/2010 12:00 AM
CALIFORNIA-CALIFORNIA	CALIFORNIA-CALIFORNIA	BARNER-RESSICA-72489E2	PRE-ASSIGN-6 HR PRE-ASSIGNMENT	6/21/2006		VALUSER	6/21/2006 12:24 PM
SA-SOUTH AFRICA							

You may view your existing training records within the Self Service Module. This is extremely helpful when you are notified via alert that your training is up for renewal and wish to review your training detail records.

Self Service
Training 08/21/2012

By clicking on any record listed you can view the details.

- Training Form
- Audit
- System Attributes
- Attachments
- Audit Trail
- User Notes

Business Unit: CALIFORNIA-CALIFORNIA

Details

Training: FIREARM-FIREARM SAFETY 101

Location Of Training:

Dates

Training Date: 08-21-2012

Expiration: 07-21-2013

Warning: 04-21-2013

Renewal: 05-21-2013

Testing

Ceu: 300

Instructor:

Test Score:

Hours: 1.00

Cost: \$0.0000

Certification Earned: No

Notes:

3. My Payroll

3.1 Pay Statements

Home | Self Service | Resources
Home | Self Service | Payroll History | My Pay Statements | Index

Self Service
My Pay Statements

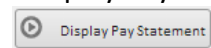
Related Links: Export | Actions | Quick Filters

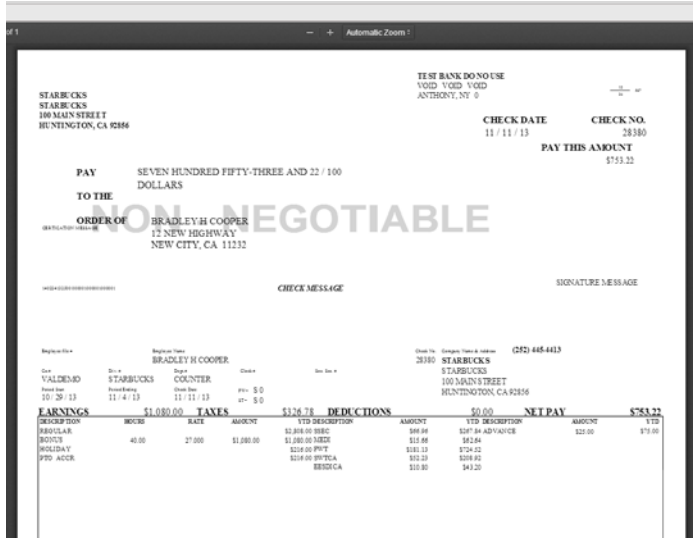
My Pay Statements

Business Unit Profile	Business Unit	Check/Check #	Check #	Voucher #	Gross Pay	Net Pay	Check Date	Period Start	Period End
	CALIFORNIA	CHECK	28361		\$1,200.00	\$917.87	8/10/2014	12/28/2013	1/10/2014
Clear Filter	CALIFORNIA	CHECK	28353		\$1,200.00	\$917.87	8/10/2014	12/14/2013	12/27/2013
CONTRACTING DIVISION	CALIFORNIA	CHECK	28384		\$924.00	\$498.96	12/15/2013	12/15/2013	12/15/2013
ATLANTA/ATLANTA	CALIFORNIA	CHECK	27599		\$243.75	\$202.42	12/26/2011	12/18/2011	12/24/2011
CALIFORNIA-CALIFORNIA	CALIFORNIA	CHECK	27479		\$243.75	\$202.42	12/22/2011	12/11/2011	12/17/2011
ATLANTA/ATLANTA	CALIFORNIA	CHECK	27599		\$243.75	\$202.42	12/15/2011	12/14/2011	12/15/2011
VA DC/VA DC	CALIFORNIA	CHECK	27039		\$243.75	\$202.42	11/8/2011	11/27/2011	11/29/2011
VALIANT/VALIANT SECURITY	CALIFORNIA	CHECK	37116		\$243.75	\$202.43	11/20/2011	11/20/2011	11/20/2011
Virginia/Deane Security of Virginia	CALIFORNIA	CHECK	26999		\$243.75	\$202.42	11/04/2011	11/13/2011	11/18/2011
Clear Filter	CALIFORNIA	CHECK	26865		\$243.75	\$202.43	11/07/2011	11/14/2011	11/16/2011
Tex	CALIFORNIA	CHECK	26745		\$243.75	\$202.41	11/04/2011	10/30/2011	11/9/2011
Last 7 Days	CALIFORNIA	CHECK	26625		\$243.75	\$202.43	11/01/2011	10/23/2011	10/29/2011
Last 30 Days	CALIFORNIA	CHECK	26365		\$243.75	\$202.42	10/27/2011	10/16/2011	10/22/2011
Last 90 Days	CALIFORNIA	CHECK	26385		\$243.75	\$202.43	10/20/2011	10/10/2011	10/15/2011

Provides immediate access to view and/or print your pay statements.

To Display and Print a selected Pay Statement, you will right click on the selected record and execute the "Display Pay Statement" action.





This will launch the PDF viewer dialog box and present the selected Pay Statement. Options on the top right of the dialog box will allow user to print or download the selected statement.

Note: No downloads or plug ins are required

3.2 W-4 Form

Self Service
W4 Form (244567892-VALIANT CORPORATE)-895909049

Form W4 allows you to view existing W-4 forms on file with your employer.

- W4 Form Form
- Audit
- Map
- System Attributes
- Attachments
- Audit Trail
- User Notes

Federal EIN: 244567892-VALIANT CORPORATE

SSnum: XXX-XX-9049 Show 🔒

Version Date: 04-08-2014

Employee

First Name: JASON

Middle Initial:

Last Name: GERMAN

Address

Address 1: 110 CROSSWAYS PARK DRIVE

Address 2:

City: SAN FRANCISCO

State: CA

Zip: 98798

Details

W 4 Status: Married

Total Allowance: 2

Additional Amount: 0

Claim Exemption: No

Employee Signature Date: 04-08-2014

4. My Annual Statements

4.1 Annual Summary

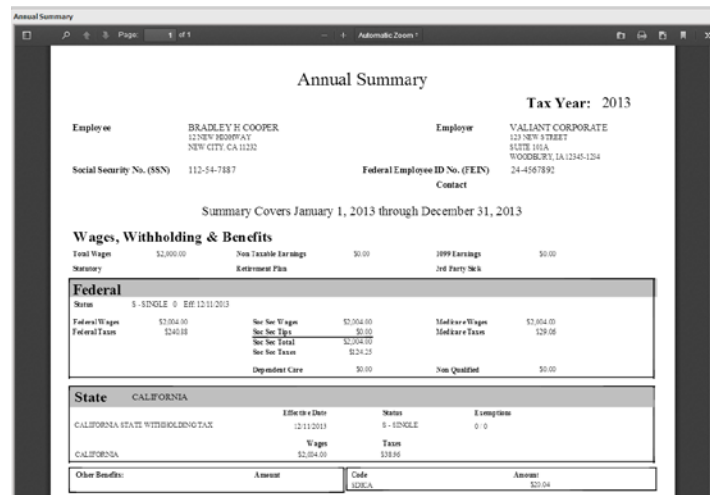


Provides an annual summary reporting of Wages, Withholding and Benefits for a given tax year.

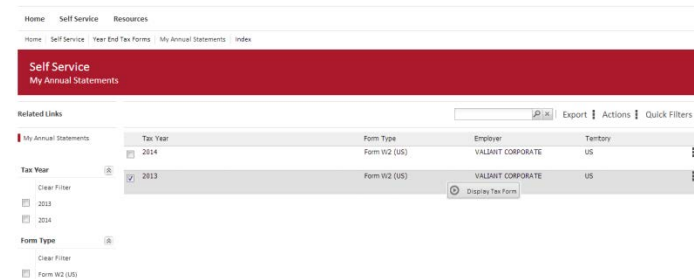
Related Links



To Display and Print the Annual Summary, you will right click on the selected record and execute the “Annual Summary” action.



4.2 Annual Statements



Provides you with access to view and / or print annual tax forms including the form instructions.



To Display and Print a selected Tax Form, you will right click on the selected record and execute the “Display Tax Form” action.

The screenshot shows a web browser displaying a tax form. The top navigation bar includes 'Home', 'Self Service', and 'Resources'. The main content area is titled 'Display Tax Form' and shows two pages of a 2013 Form W-2. The form is for Valiant Corporation, located at 120 NEW STREET, SUITE 101A, WOODBURY, IA 52455-1234. The form includes fields for employee information, wages, taxes, and benefits. The left page shows the employee's name, address, and various tax amounts. The right page shows the employer's information and additional tax details.

Note: For Tax Forms prior to 2012 you will need to contact your Administrator. You may use the Annual Summary report for reporting on annual tax information.

The screenshot shows the instructions section of a tax form. It is titled 'Notice to Employee' and contains several paragraphs of text. The instructions cover topics such as how to use the form, how to report wages and taxes, and how to report benefits. The text is organized into sections with bold headings and numbered lists. The background is a light gray color with a dark border around the text area.

Page 2 of the form will include the Form Instructions.

5. My Time

5.1 Leave Request

The screenshot shows the 'Leave Request' page in the Employee Self Service system. The page has a navigation bar at the top with 'Home', 'Self Service', and 'Resources'. Below the navigation bar, there is a 'Self Service' menu with 'Leave Request' selected. The main content area is titled 'Leave Request' and contains a table of leave requests. The table has columns for 'Business Unit', 'Leave Reason', 'Start Date', 'End Date', 'Status', 'User', and 'Unoff Date'. There are also buttons for 'Show', 'Export', and 'Actions'. Below the table, there is a 'Business Unit Profile' section with a list of business units and their locations. The page also includes a 'Status' section with a list of status options.

Selecting Leave Request from the Self Service main page, under the My Time category, will direct you to a list view of all your leave request records. From here you can select an existing record or opt to Create a Leave Request.

You may request leave within the Self Service Module. By selecting the appropriate business unit and Leave Reason you can then enter a date range for the duration of the leave request. The system will alert you if the Leave type they are requesting is not part of your earning profile. Once a date range has been entered you must then select Create Leave Request.

The next screen will show you the details of the leave including the following status values contained within the headline of the request:

Balance @ Last Payroll - This will show your balance available at the last check date.

Status	Options	Owner
Un submitted	Submit or Delete	Employee
Submitted	Rescind	Employee
Submitted	Approve or Deny	Manager
Approved	No Changes	
Denied	No Changes	

Status - This will show the current status of the Leave Request.

Approved Hours - The number of hours currently approved prior to the next payroll process.

Pending Approval (Hours) - The number of hours waiting for Manager Approval.

Available Balance (Hours) - The amount of Hours that you will be able to now request.

You may make changes to the hours requested on a daily basis by selecting the Daily Time Details. By default the daily duration is set to 8 hours. You may modify the hours if a full 8 hour day is not to be utilized.

Self Service
Leave Request

02/11/2014
02/12/2014

34
Balance @ Last PR

UN-SUBMITTED
0

0
Pending Approvals(S)

34
Available Balance(S)

Approved Hours

Actions

Leave Request Form

Audit

Additional Attributes

Daily Time Details

System Attributes

Date	Hours	Modified By	Last Modify Date
02-11-2014 12:00 AM		VAJDMT	02-11-2014 12:00 AM

Attachments

Audit Trail

User Notes

Once you submit the leave request (by selecting Submit from the action menu or right-clicking on the request from the list view) your direct manager will receive an email alert notifying them of the pending request. At this point your manager will either approve or deny the request for leave. You will receive an alert email with your manager's decision.

You may delete un-submitted requests and rescind your submitted requests until they are approved or denied. Any action required after this must be addressed directly with your manager as per the company's policy for leave request changes after approval.

You may create multiple leave requests as long as they do not exceed the Available Balance that is set by the accrual policy established within the payroll module.

5.2 Schedule

My Profile

My Pay Statements

My Annual Statements

My Schedule

My Annual Statements

Annual Statements

My Payroll

Pay Statements
W4 Form

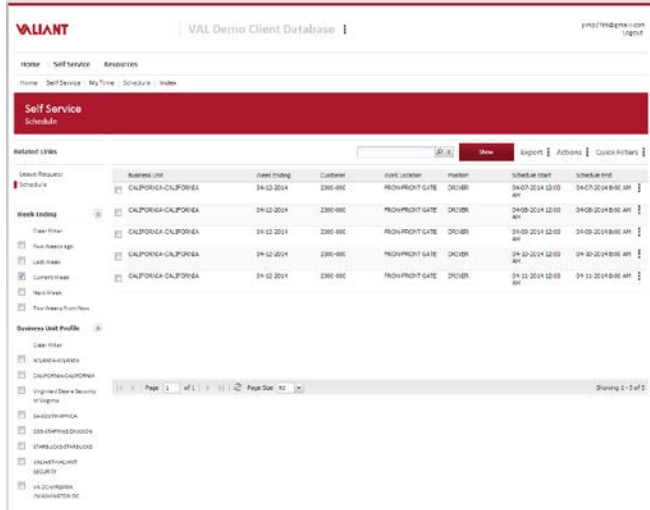
My Profile

Education History
Emergency Contact List
Personal
Prior Employment History
Training

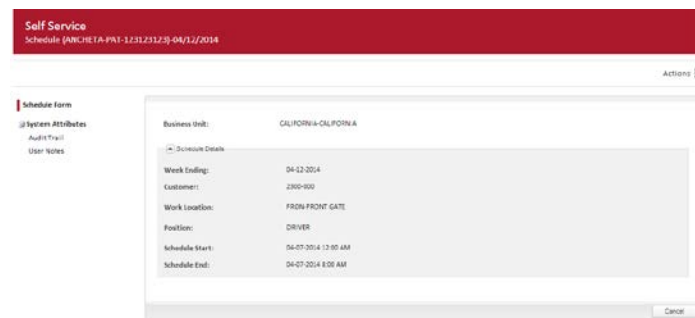
My Time

Leave Request
Schedule

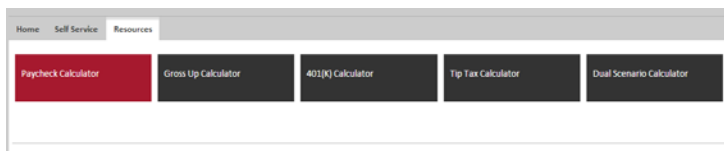
To access your Schedule, you can either select Schedule from the Self Service main page, under the My Time category or simply click on the “My Schedule” action from the Main Self Service menu.



From the Schedule list view results, you can easily see your work schedule by week ending and work location. The results of this view will be defaulted to your current weeks schedule and can be easily filtered by week ending period - current week, last week, next week and so on. You also have the ability to filter by business unit if the schedule spans multiple business units. Selecting one row will show you the specific details for that single work location and week ending period. The same sorting and column filtering is available similar to the other lists. The export option allows you to export the schedule to another format if desired.



6. Resources



The Resource module of the portal includes 5 Payroll Paycheck Calculators including (Paycheck, Gross Up, 401K Planner, Tip Tax and Dual Scenario Calculators) to assist you in better understanding your paycheck and for planning payroll withholding changes.

Paycheck Calculator
Calculates net pay or "take home pay" for salaried employees, which is wages after withholdings and taxes.

Paycheck Calculator
Estimates take home pay based on up to six different pay rates.

Calculation based on: Tax Year: 2014 For: New York

Instructions: Click an item's name for help on contents.

Rates Information
Use [2] rate(s) for my paycheck
 Pay Rate#1: 0 Hours: 0
 Pay Rate#2: 0 Hours: 0

General Information
 Gross Pay: Per Pay Period (optional)
 Gross Salary YTD: (optional)
 Pay Frequency: Weekly
 Federal Filing Status: Single
 # of Federal Allowances:
 Additional Fed. Withholding: \$
 Round Federal Withholding: Yes No
 Lam exempt from: Federal Tax FICA Medicare

State and Local Information for New York
 Filing status: Single
 Allowances:
 Additional State W/H: \$
 NY SDI: Yes No

Selecting one of the five calculators will prompt a corresponding dialog box with both a descriptive overview of the calculator on the left and the actual calculator tool on the right.

Once all information necessary has been entered into the calculator you can select to "Calculate" or "Clear" to re-enter information.

[Calculate](#) [Clear](#)

Paycheck Calculator
Estimates take home pay based on up to six different pay rates.

Your Pay Check Results		Calculation Based On	
Weekly Gross Pay	\$510.00	Tax Year	2014
Federal Withholding	\$61.28	Gross Pay	\$510.00
Social Security	\$31.62	Pay Frequency	Weekly
Medicare	\$7.40	Federal Filing Status	Single
New York	\$17.72	# of Federal Exemptions	0
NY SDI	\$0.60	Additional Federal W/H	\$0.00
Net Pay	\$391.38	State	New York
		Filing status	Single
		Allowances	0
		Additional State W/H	\$0.00
		NY SDI	Yes
		NYC Allowances	0

[New Calculation](#) [Print Options](#)

POWERED BY **paycheckCITY**

Calculator ©1999-2014 Symmetry Software. Powered by PaycheckCity.
 Important Information: The calculator that is provided on this web site is only meant to provide general guidance and estimates about the payroll process. It should not be relied upon to calculate exact taxes, payroll or other financial data. It may not match your Valiant results precisely and is not intended to provide tax or legal advice. You should consult with

Once the computed results are displayed you may choose to enter "New Calculation" or "Print".

New Calculation

Redirects you back to Calculator to review and /or enter new information to calculate

Printing Options

[Preview](#)

Calculation Results and Settings

This report prints the settings used for this calculation as well as the earnings information.

NOTE: You must have the Adobe® Acrobat® Reader 4.0 or higher properly installed on your computer in order to view and print forms/checks from this website. Note that the we cannot offer technical support for Adobe® Acrobat software. If you do not have this software, click this box to download a free copy.



Print Options

