# Employee Self Service | User Manual Version 1.1

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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.

forme Confuel Us				*	ALIANT
one   self Service Registration   Register					
Self Service Registration					
mployee Self Service Registration					
Nectoral Walkshill accounties to strengting use practice descrines that do you can access you have praced information. The assist use in meeting that connectment, you using reter with the ballow using our writers. You using reter with the ballow using our writers are ballowed and the strength of the s	Lorenst Salag Email/Login: Social Security Number: Birth Date: Validation Method Email Validation Prey Crest Creal Address.	Destined top or an	B		
esse contact your company administrator if you have uestions or require assistance.					
				Regular	Carcel

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.

	Assessment Daniston tion
	Account Registration User Email Validation
0	Portal Administrator
X 1	Dear JOHN JACKSON,
	Thank you for registering an account in the Demo140102 Kelly Mortimer portal. In order to complete your user registration, please click on the link below, for us to securely validate your email address.
	Self Service Registration Link
	Please be aware that this secure account verification link will expire in 4 hours.
	Thank you, Demo140102 Kelly Mortimer
_	
1-516-390-110	
Kelly Mortimer, NY 1	Mortimer. address1_Demo140102 Kelly Mortimer city_Demo140102 2345 emo140102 Kelly Mortimer. All rights reserved.

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.

	Enter your new plassword.	
Confirm Password:		
	Confirm your password	

### 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

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.



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

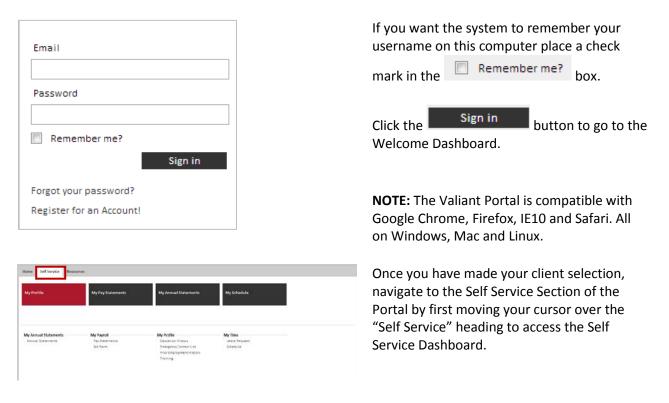
VALIANT	Demo140102 Kelly Mortin	ıer
	New Portal User	
	A new user account was crea	ted
0	Portal Administrator	
	Dear Administrator,	
	JOHN JACKSON as user <u>productmanagement@valiant.com</u> , has su self-registered into the Demo140102 Kelly Mortimer Portal on 3/1- 4:07 PM.	
	Thank you, Demo140102 Kelly Mortimer	
1-516-390-11	100   Contact Us	
	LOO   Contact Us IIIy Mortimer. address1_Demo140102 Kelly Mortimer	

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.



VALIANT	VAL Demo Client Database
Home Self Service Resources	
Home Dashboard Index	

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.

Horse		
Home   Client Selection   Index		
Client Selection		
		P x Sect Clent A
Name		* Description
III VACENO		VA, Demo Client Detabase
Home SelfService Resources		
Welcome back, JASON.		
Company News	Sign-up for Direct Deposit	Join 401K Plan
In September 2013 we will have our yearly company pions. Be surprised with irreal companions, not presents and great outdoor food. Hease sign-up with seen is the NR Department.	Direct deposit is a banking term that describes a deposit of nearly straight from the posice area a bank account, by constrainting the power of the oppose. The memory is transmission is instability, the power of the oppose. The memory is transmission denoting to the recipient bank through a payment system.	4.402(ii) plan is the common name is the USA for the tax- qualities, affined count-parton account defined in the plan, retrieven taxing contributions are ponuhal plan and the plan, retrieven taxing contributions are ponuhal plant another partopactorianty machine) year employee, deducate from the employee apartocks tables causion (therefore tax- eletered unti withorizen advang retriement), and intred to an immalis(2):2000 of 2021i)

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 agin 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.

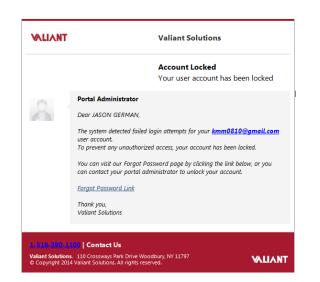
VALIANT	Valiant	Solutions
		Password er account has been temporarily
	Portal Administrator Dear JASON GERMAN, The system has detected 4 failed login at <u>kmm0810@gmail.com</u> user account. To your account has been temporarily locke You may attempt to access your account Thank you, Valiant Solutions	prevent any unauthorized access, d.
aliant Solution	Contact Us     If Constant Us     In Crossways Park Drive Woodbury, NY 11:     Valiant Solutions. All rights reserved.	<sup>797</sup> VALIANT

Login not allowed. Your account has been suspended

Log on failed for kmm0810@gmail.com.

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

Continued failed attempts will Suspend your user account



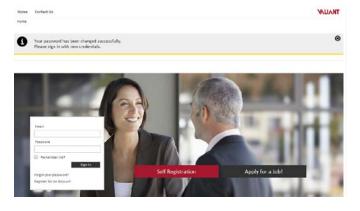
Upon your account being suspended, the system will distribute an immediate email notification to your designated email address

		Valiant Solutions
		Account Locked A user account has been locked
0	Portal Adm	
	Dear Admin	nistrator,
		has detected failed login attempts on the <u>kmm0810@gmail.com</u> nt. To prevent any unauthorized access, this account has been
	The account recover thei	t owner has been notified and given instruction on how to ir password.
	Thank you,	
	Valiant Solu	itions
	Valiant Solu Valiant Solu 100   Contact 15. 110 Crossway	
Valiant Solutior © Copyright 201	Valiant Solu Valiant Solu 100   Contact 15. 110 Crossway	t Us nys Park Drive Woodbury, NY 11797 Ns. All rights reserved.
Valiant Solution © Copyright 201	Valiant Solu 100   Contact 110 Crosswa 4 Valiant Solution er knen813@gnail.con.	t Us nys Park Drive Woodbury, NY 11797 Ns. All rights reserved.
Valiant Solution © Copyright 201 Use on successful f You are required to ate Account Password and We see a seminate waiting and the set of a seminate waiting and the set of a seminate waiting to a meet of a seminate waiting	Valiant Solu 100   Contact 1. 110 Crosswa 4 Valiant Solution erkenedélü@geall.com change your password ac meterinae oriented to fe	t Us nys Park Drive Woodbury, NY 11797 Ns. All rights reserved.
Valiant Solutior © Copyright 201	Valiant Solu 100   Contact 110 Crosswa 4 Valiant Solution In https://www.solution In https:	t Us yys Park, Drive Woodbury, NY 11797 ns. All rights reserved.

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.



epest more than four of the same character

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

New Context Sk Now Context Sk Now Registrations Report Forger Nacional	See in VALLANT	From the Valiant Portal home page, select the link Forgot your password?
	Reant Corol	You will be prompted to enter your registered Email.
VILIAN I Hone Contact Us	VALLAY	Upon Request you will be returned to the Home page with confirmation and
An email has been sent to you with special link to recover your password. Please check your email.	۲	instruction of email notification with

	Password Change You requested a pass	word change
0	Portal Administrator	
	Dear BRADLEY COOPER,	
	You recently requested to change the password on your a Please click on the link below to complete your password	
	Password Recovery Link	
	Please be aware that this secure recovery link will expire i	n 3 hours.
	If you did not request this password change, please notify administrator.	your portal
	Thank you, Valiant Solutions	
L-516-390-11	.00   Contact Us	
	. 110 Crossways Park Drive Woodbury, NY 11797 Valiant Solutions. All rights reserved.	VALIANT

	VALLANT
uent ek Twenty esillon	
What was the same of your frist perf	
	Denfy Cavati

	Enter your new pasiviroid.	
Confirm Password:		
	Confirm your password.	

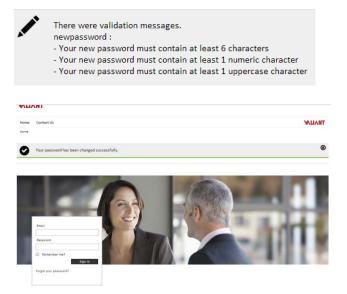
password recovery details.

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.

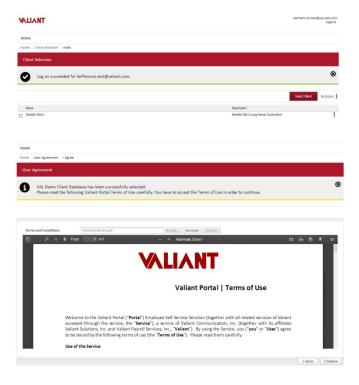
The Account Password criteria is displayed to guide you through this process successfully.



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

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

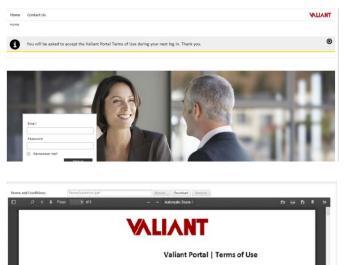


Upon initial login, you will receive a log on succeeded message and be prompted to select the Client, if you are employed with multiple employers.

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.

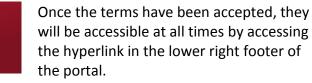
I Disagree will redirect you to the login page and return a message advising you that you will be prompted on next login in attempt to accept the Terms of use.

1 Agree I Disagree

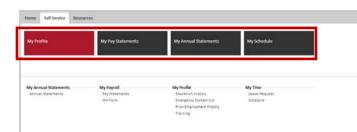
VALIANT

Privacy Policy | Terms of Use

I Agree



# 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'.

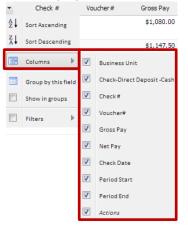
Once you execute any of the four selections, you will be presented with the standard list view.

The list view provides several abilities as shown below.

## Sort Records:

Self Service My Pay Statements										
alateflixics					-			isport   Artions	Quick Filt	14
My Pay Stacements						I	in.	nd/mer.		j
	Business Unit	Check-Direct D	Check #	Voucher#	Gross Pev	Net Fav	Check Date	· Period Start	Period End	
lusiness Unit Proble 👘	CALPOINER	0-604	28361		81,290.00	\$217.87	1/15/2014	21 Sort-Aucanding	.6/3014	
Over Niter	CALFORNA	0-601	28353		\$1,290.00	6917-07	L/L/3034	XI sertexaning	1202013	
	CALIFORNEA	CHECK	28324		8624.00	8490.95	12/15/2013	Columna	15/2013	
Ch. PORTAL CALIFORNIA								-	ed.	
EASOLTY WINCA	CATA.ONAT	0.601	27599		\$242.75	\$202.40	12/29/2011	E Banngrap	24/2011	
massociatives.co	CALPONAL	DRCC	27479		6240.75	\$202.40	12/22/2011	El fiter	a '182011	

### Hide/Display Columns:

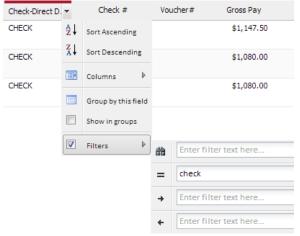


Records can be sorted by any column displayed.

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.

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:



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:

 	4		
Check-Direct D	Check #	Voucher#	Gross Pay
CHECK	28381 🍟	🕝 Check-Direc	t Deposit -Cash
CHECK	28377		\$1,080.00

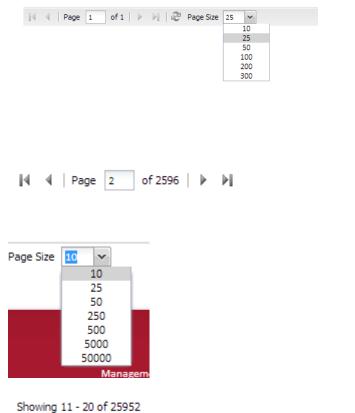
By "grabbing" (click and hold) any of the column headers, you can change the order in which the columns are displayed. In the example, the "Check-Direct Deposit-Cash" column is being moved so it displays right before the "Voucher #" column.

**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.

To offer users a more quick and convenient

navigation through pages, the system uses

### Footer:



page at a time. Controls at the bottom of the screen provide the ability to easily navigate through the results.

pagination mechanism to displays records one

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.

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

# 1.7 Exporting/Saving Results to a File

<b>v</b>	View - Er	nploye	e Profile		
	View - Er		Create New		
	view - Ei		Execute		
	View - Le	٥	Show		
_	andy sy:	/	Edit		
	andy sy:	•	Delete		
	andy sy:	<b></b>	Export Results		Excel
	andy sys	divis	ion view test 2 new	⊚	Excel (No Footer)
				⊚	Excel (No Header & Footer)
	Irina Qry	Annu	al Review Status O	⊚	CSV
	Irina Qry	Annu	al Review Status su	⊚	CSV (No Header)
	Irina Qry	Annu	al Review Status si	O	CSV (No Header)

Ex	ecute		Create	New	Ехр	ort 🛔	Menu	Filter	s
						Excel			
					⊚	Excel (	No Footer)		
					$\odot$	Excel (	No Header &	Footer)	
Is D	raft			C	⊙	CSV			
No				۷	⊚	CSV (N	o Header)		÷
No		Excel				Export	Filtered	►	÷
Yes	Θ	Excel (N	o Footer)		aliant	Admin @	valiant.com		
res	Θ	Excel (N	o Header	& Footer)		Humme	valiant.com		÷
No	$\odot$	CSV			alainta	admin@	valiant.com		1
	$\odot$	CSV (No	Header)						1
No	_				aliant	Admin@	valiant.com		

Home	Export	ExportAll	1			
Excel	Excel	(No Footer)	Excel (No Header & Footer)	O CSV	CSV (No Header)	
		Xls	x		CSV	

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

My Profile	My Pay Statements	My Annual Statements	My Schedule	

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.

	JASON GER	JASON GERMAN					
	Address 1: City: State: Zip:	110 CROSSWAYS PARK SAN FRANCISCO CA 98798	DRIVE				
l Personal Form Personal Map	Pn	stie					
Additional Attributes Education History Emergency Contact List Prior Employment History System Attributes	Last N First N		XXX-XX-5049 Show GERMAN JASON				
Audit Trail User Notes	Addre Addre Addre City:	ss 1: ss 2:	110 CROSSWAYS PARK DRIVE				
	State:		CA				

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

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

Мар

Personal

#### Additional Attributes

Education History Emergency Contact List Prior Employment History



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.



Home Self-Service Resour	ces							
name Settlevice Employee	Personer Show							
Self Service								
Personal								
100	ASON GERMAN							
No.	Ny SAVERANCISCO GATE GA Na SERVE							
							Actions 1	
Personal Form Personal	Actions 1							
Map Additional Attributes	Livedity Date Time					-	(P) x	
Employee coucation	Explores	Contact Relation	Restlana L	at lars Prove	Prove Dut	At Phone	At Prove But	
Employee Emergency Content Employee Prior Employment	OBRAWN DASON	utte	21ge 0	leman (318)515-1213		(10)(22)-0006		
tystem Attributes	GERMAN-JASON	Father	KAR G	ieman (738/298-9874				
Audit Trail User Notes								
								<b>.</b> .
Self Service Personal								Headline presented at the top of the
	ASON GERMAN						_	
								record brings forward relevant
								information on each of the records you
								-
								may navigate to and you may also choos
								to expand or collapse this header as
								desired.
Self Service								To Expand or Collapse, you will select the
JASON GERMA	M						_	
JASON GERMA	· · · · · · · · · · · · · · · · · · ·						Đ	
								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

Self Service Education History				
Related Links			(Alia) Dee	Doort   Actions   Quick/Filters
Distancion History	Sched Name	Graduated	Degree Acquired	Year Of Graduation
Entreporty Contact Use Personal Price Imployment History	E W	Tes	MORIS	2008 1

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



Self Service Education History NYU		
Education History Form	Details	
∃ System Attributes	School Name:	NYU
Audit Trail User Notes	School Name: Graduated:	Yes
	Degree Acquired:	BACHELORS
	Year Of Graduation:	2008
	Years:	3
	Gpa:	3.5

# 2.2 Emergency Contact List

Emergency Contact List GERMAN-JASON

Self Service

Self Service Emergency Contact Lie					
Related Links			P.	Store Days	art   Actions   Quick Filters
Education History	Centect Roleton	FeatNane	LastName	Primary Telephone	Primary Tolephone Exit
Emergency Contact List Personal	E we	2-ge	Sermen	(316)555-1213	1
Price Employment History Training	E Faller	Gaus	Seman	(718)256-6814	1

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

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

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

🖃 Emergency Contact List Form		
Audit		
	Details	
System Attributes Audit Trail	Contact Relation:	Wife
Audit Iraii User Notes		
User Notes	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 Hist	юу				
Related Links			P.s. 900	Export Actions	Quick Fitters
Education History Emergency Contact List				Greet Proj (Mar	1
Prior Engloyment History	Conpany Name	Job Title	StartDate	End Date	
Swining	D by the company	prev joli	01-01-2013	07-24-2013	1

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: Address 1: Address 2: City: State: Zip: Phone:	ABC COMPANY 110 ANYWHERE ST NEW YORK NY 10001 (S16)222-2222
	Position Job Title:  Proportion Totes Start Date: End Date:	MANAGER OF OPERATIONS 01-15-2010 06-13-2012

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

# 2.4 Training

Home   Hit   Employee Attrib	185	Training Index						
Self Service								
Training			_		9 x Show	Create New	Louis L	Actions   Quick Filters
Carley Links					2101 June 1	Condent		
Jeanses		Business Unit	Employee	Training	Training Date	Expiration Date	HodFed By	Last Hod Fed
Gualifications Parts	81.	CALIFORNEA-CALIFORNEA	BARNER-JESESCA- 7324EHE28	FOREARN-FOREARN SAFETY 201	8/21/2012	7/24/2013	SLEDGE, VAL	6/21/2012 12:00 AM
haining	8	CALIFORNER-CALIFORNER	BARNER-DESELCA- 732409628	PREASSION-EHR PREASSIONMENT	1/20/2012	12/20/2012	SLEDGE, VAL	1/20/2012 12:00 AM
usiness Unit Profile 🔬	12	CALIFORNIA-CALIFORNIA	BARNER-SESSICA- 732469628	TIPS-TIPS TRAINING	10/12/2010	5/1/2011	SLEDGE, VAL	10/12/2000 12-00 AM \$
Cear Filter	8	CALIFORNEA-CALIFORNEA	BARNER-JESSICA- 732489628	CASH REO-CASH REGESTER	9/30/2010	9/30/2011	SLEDGE, VAL	10/20/2010 12-00 AM
ATLANTA-ATLANTA	8	CALIFORNIA-CALIFORNIA	BARNER-JESEICA- 732469628	PREASSION-6 HR PREASSIONMENT	9/8/2000	9/6/2011	SLEDGE, VAL	9/8/2010 12:00 AM
CAUPORNA-CAUPORNA	-	CALIFORNIA-CALIFORNIA	BARNER-JESSICA/ 732469428	DREASSION-8 HR	6/21/2005		VALUSER	6/21/2005 12:24 PM

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		
Training Form Audit	Business Unit:	CALIFORNIA-CALIFORNIA
System Attributes Attachments	Details	
Audit Trail User Notes	Training: Location Of Training:	FIREARM-FIREARM SAFETY 101
	Dates	
	Training Date:	08-21-2012
	Expiration:	07-21-2013
	Warning: Renewal:	04-21-2013 05-21-2013
	<ul> <li>Testing</li> </ul>	
	Ceu: Instructor: Test Score:	300
	Hours:	1.00
	Cost:	\$0.0000
	Certification Earned:	No
	Notes:	

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

# 3. My Payroll

# 3.1 Pay Statements

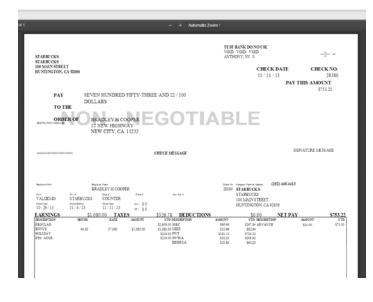
	ielf Service ty Pay Statements											
dat	ied Links								PX D	port   Actions	Quick Filt	ers
u,	Pay Statements							1	list.	Grid / May	Ne	
			Business Unic	Check-Owerct D	Check #	ioucher#	Gross Pills	NECFRY	Check Date	Period Start	Penod End	
-	Dear Filter	10	CALIFORNER	0-EOK	28361		\$1,300.00	\$917.87	1/15/2014	12/28/2213	1/10/2014	
3	CENTRAMINE CIUDION	15	CALIFORMA	ONECK	28153		\$1,200.00	\$917.87	1/1/2014	12/14/2013	12/27/2013	
1	ATLANTA-ATLANTA	10	CALIFORNES	0400	28304		\$124.00	\$493.96	12/15/0013	12/\5/2013	12/15/2013	
1	CALIFORNIA-CALIFORNIA SA-SCUTH AFRICA		CALIFORNER	oex	27599		\$243.75	\$202.42	12/29/2011	12/18/2011	12/24/2011	
1	ITANIQUE ITANIQUE		CALIFORNER	0-EDK	27479		\$243.75	\$202.43	12/22/2011	12/11/2011	2/17/2011	
	VA.DC-VIRDINA /WASHINGTON.DC	12	CALFORNER	OEX	27759		\$243.75	1202-12	12/15/2011	12/4/2011	12/10/2011	
3	WALKANT CALINAT MICLARTY	13	CALIFORNIA	OEX	27739		\$243.75	\$202.42	12/8/2011	11/77/2011	12/3/2011	
1	Vegletard Device Descript of Vegleta	12	CALIFORNER	OWX	27119		\$241.75	\$212.43	12/1/2011	11/00/2011	11/26/2011	
	ck0ute (j)	8	CALIFORNER	0.601	20109		\$10.75	\$202.42	11/24/2011	11/13/2211	11/19/2011	
	DearFitter	5	CALIFORNER	OIEOK	26865		6243.75	\$202.43	11/17/0811	11/4/2011	11/12/2011	
	5.49	-	CALIFORNEA	o-eoc	26745		\$243,75	\$212.41	11/10/2011	10/20/2211	11/5/2013	
ĺ,	Last 7 Days											
	Last 30 Dava	- 13	CALIPORNEA	C-EOK	20025		\$243.75	\$212.43	11/0/2011	10/23/2011	10/29/2911	
1	Last 265 Days	-	CALFORNER	C-EOK	25505		\$143.75	\$202.42	20/27/0011	03/16/2011	10/02/2011	
	This Week											

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.

Display Pay Statement





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		
	LIANT CORPORATE)-895909049	
W4 Form Form Audit		
Мар	Federal EIN:	244567892-VALIANT CORPORATE
System Attributes	Ssnum:	XXX-XX-9049 Show
Attachments	Version Date:	04-08-2014
Audit Trail	A Employee	
User Notes	Employee	
	First Name:	JASON
	Middle Initial:	
	Last Name:	GERMAN
	Address	
	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

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

# 4. My Annual Statements

# 4.1 Annual Summary

elf Service					Provides an annual summary reporting of Wages, Withholding and Benefits for
ed Links					a given tax year.
ual Statements	Tax Year			Form Type	
	2013	©	Display Tax Form	Form W2 (US)	
Clear Filter	2013	$\odot$	Annual Summary	Form W2 (US)	
					To Display and Print the Annual
iummary				х	
,P ± 3 Page: 1 of		+ Automatic Zoom 1	c	OB N >	Summary, you will right click on the
	Ann	ual Summary			selected record and execute the
		an Summary	Tax Year: 201	3	"Annual Summary" action.
Employee	BRADLEY H COOPER 12 NEW HORWAY NEW CITY, CA 11232	Employer	VALIANT CORPORATE 123 NEW 5 TREET SUITE 101A	_	Annual Summary action.
Social Security No. (SSN)	112-54-7887	Federal Employee ID No. (FEIN) Contact	WOODBURY, IA 12345-1294 24-4567892	_	
	Summary Covers January	1, 2013 through December 31,	2013		
Wages, Withholdi Toni Wages 52,000.00 Statuney		50.00 2099 Earnings Jrd Farty Sick	\$0.00		
Federal					
Sutus S-SINGLE 0 E FoloralWapes \$2,004.00 FoloralTaxes \$240.00	Soc Sec Wages	\$2,004.00 MedikareWages \$0.00 MedikareTaxes \$2,004.00	\$2,004.00 \$29.06		
	See See Taxes Dependent Care	\$124.25 \$0.00 Non Qualified	50.00		
State CALIFORNIA	I ffictite e Date	Status Liens	17814		
CALIFORNA STATI WITHHOLDS	NOTAX 12/11/2013	S-SINCLE 0/0			
CALIFORNIA	Wages \$2,024.00	Taxes 538.96			
Other Bendits:	Ameunt	Code	Amoun:		

# 4.2 Annual Statements

Self Service My Annual Statem	ents					
elated Links				P x	Export   Actions   Quic	k Filte
My Annual Statements		Tax Year	Form Type	Employer	Tentory	
	- 7	2014	Form W2 (US)	VALIANT CORPORATE	US	
ax Vear	*	Z 2013	Form W2 (US)	VALIANT CORPORATE	US	
2013				Display Tax Form		
2014						
orm Type	8					
Clear Filter						
			Form Type	Employer	Tentory	
Tax Year -			Form W2 (US)	VALIANT CORPORATE	US	
Tax Year -		Display Tax Form				

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.



				Automatic Zoom : 🗈 🖨
	Copy B To Be Filed With Employee Federal TaxReturn		2013	Copy 2 To Be Fiel With Employee's State, City or Local Income Tax Return 2013
	a Employee's social security number	1 Wages, tips, other comp 624.00	2 Federal income taxwithheld 63.74	a Employee's social security number 11Vilages, fps, other comp 2 Pederal income tax withheid 624.00 63.74
	b Employer identification number	3 Social security wages 624,00	4 Social security/tax/vithheld 38,69	3 Social security wages 4 Social security tax withheid b Employer identification number 624.00 38.69
	24-4567892	5 Medicare wages and tips 624.00	© Medicare tax withheld 9.05	24-4567892 5 Medicare wages and tips 5 Medicare tax withheld 624.00 9.05
	CEmployers name, address, and ZIP co VALIANT CORPORATE	6e		o Employers name, address, and ZP code VALIANT CORPORATE
	123 NEW STREET			123 NEW STREET
	SUITE 101A			SUITE 10 1A
	WOODBURY, IA 12345-1234			VIOODBURY, IA 12345-1234
	d Control number 1034			d Control number 1034
	Employee's fine name and initial     JASON GERMAN     110 CROSSWAYS PARK DRI	Lastrame	54	EVEN DE Las rame and intel     Las rame     Las rame     Sut     JASON GERNAN     110 CROSSIVAYS PARK DRIVE
	SAN FRANCISCO, CA 98798			SAN FRANCISCO, CA 98798
	(Employee) address and ZIP orde			(Employee's address and ZP code
	7 Socar secony tps 8 A	located tipe	,	7 Sodal security/tps EAlocated tps g
	10 Dependent care benefits 11 N	onqualified plana	12a Code	10 Dependent care benefits 111 Nonqualified plans 12s Code
	13 Statutory employee 14 Other		125 Code	13 Statutory employee 14 Other 12b Code
	Retrement plan SDICA	6.2	24 12: Code	Refrement plan SDI CA 6.24
	Third-party sick pay		12d Code	Thid-penysiok pay 12d Code
1	CA	624.00	7.32	CA 624.00 7.32
	15 State Employe's state ID number	10 State wages, Sps, etc.	17 State income tax 20 Locality rame	15 State Employe's state iDnumber 10 State wages, Sps. etc. 17 State income tax 18 Logil wages, Sps. etc. 19 Logil income tax 20 Logil/vitame

**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.

Page 2 of the form will include the Form Instructions.

#### ice to Employee

On purples of the Dirichet the term (Dirichet) from the determine of purples (Dirichet) and the Dirichet transmission of the Dirich

and Religious Workers. Corrections. If your name, SSN, or address is incorrect, correct Copies ILC, and 2 and askyour employer to correct your employment record. Be sure to ask the employer to

#### ns for Employee

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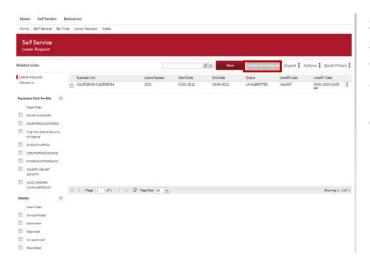
bio musifit Form4137, Social Security and Medicane Taxon Unreported Tip Income, Whybur Income Taxon thruin to produce at least the allocated figure monuto while spouran prove a smaller amount with adequate records. If you have records that show the actual amount of tips you nervined, in port that amount even if it is more or less than the allocated fips. In Orm 0137 you will figure the social accords and Medicane tax In SUNs occurs in the stand, SURs are required in the response of the SUNs occurs of the stand stand

refit for excess taxes. If you had mon than one employer in 2013 and more than (2024) and is call cardialy and/or life in laboad retinemer (1874) taxes were withhet oursey be able to claim a cesh for the excess against your federal income tax. If you ad more than one misled employer and more tima 51,2002 on life in 1810K tax was ithhet you also may be able to claim a cesh. See your form 1040x from 1040A mixturion and Pub. 50, fastWithhetting and Esimated Taxe.

– Retrict default to a section 40 (s) could be default an any general. Multi include that MR-Internet account that load of a section 40 (3) any general. – Retrict default ware a section 40 (3) using reduction agreement that include a section 40 (30 (30 m) and 30 m) and 30 m). – Retrict default ware a section 40 (30 (3) using reduction (30 m) and 30 m). – Retrict default ware a section 40 (30 (3) using reduction (40 m) to a section (41 m) a default ware a section 40 (30 (3) (30 m) and 30 m). – Retrict default to a section 50 (3) (3) (3) (as see a section (40 m) to a section (41 m) a default ware a section 40 (30 m) and 30 m). – Retrict default to a section 50 (3) (3) (3) (as see a section (40 m) and 40 m). – Retrict default to a section (50 m) (3) (30 m) (30 m

# 5. My Time

### 5.1 Leave Request



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.

Business Unit:		*
Employee:	8	*
Leave Reason:		*
Start Date:	04-08-2014	
End Date:	04-08-2014	
Notes:		

Self Service

Status	Options	Owner	
Un submitted	Submit or Delete	Employee	9
Submitted	Rescind	Employee	C
Submitted	Approve or Deny	Manager	1
Approved	No Changes		C
Denied	No Changes		K

02/11/2014			34 manager of Land 191	UN SUBMITTED	O Approved Hours
			0 Parenting Approval((Nr)	34 Available Balance(14)	
					Artions   HR
U Leave Request Form					
Audit	Business Unit:	CALIFORNIA-CALIFORNIA			
Daily Time Details	Details				
System Attributes	Leave Resson	PTO			
Attachments Audit Trail	Start Date:	02-13-2014			
Liter Notes	End Date:	02 13-2014			
	Status:	UN-SUBMITTED			
	Commenta:				
	Reason:				
	Date Requested:	02-13-2014 12:00 AM			

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** - 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.



Leave Request					
02/11/2014		34 Reference (P. Lante PR	UN-SUBMITTED		
		0 Pending Appenent(99)	34 Justialie Balarce(H)		
				Actions HR	
J Leave Request Form	Actions				
				<u>ب م</u>	
Delly Time Details					
Additional Attributes Delly Time Details Watern Attributes	Date	Paus P	fadified By	Last Modify Date	

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 Payroll	My Profile	My Time	
My Annual Statements	Pay Statements	Education History	Leave Request	

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.

ALIANT	VAL Der				fotors fund; jaig ture i cou		
nome self-service	Resources						
none dellarive Matt	ine Sciedule Index						
Self Service Schedule							
elated Links			t	8	a de	super 1 Ad	sons   Quickfilters
Leave Request	Busitess Unit	/iem childre	Cutore	10111000m	Partner:	schedue start	schedue prof.
Schedule	CALFORICA CALFORIAL	24-12-2014	2300-000	REDNIFEONT GLITE	CADVER	04-07-2024 12:00 AN	0407-00548-00 XM
teek todag 🛛 🕫	CALPOREA-CALPOREA	04-12-2014	2390-000	PROVPRONT GATE	DROBR	04-05-2014 12:00 AM	DHORIZOUNEXE AN
Case Riter	CALIFORNEA CALIFORNEA	94-12-2014	2000-000	PRON/PRONT GATE	ORVER	04-09-2014 12:00	04-09-20348-00 AM
Two Association	E CALPOREA-CALPOREA	94-12-2014	2300-000	PROVPRENT GATE	RUR	04-10-2014-12:00	0+20-200+836 MH
Constraint	CALFORICA CALFORDA	54-52-2014	2300-000	PhosePhone Cutte	DIDER	04 31 2034 12 00	04 33 2034 8-00 AM
State Week	11					AM .	
Two Veenig Trans News							
usiness Unit Profile a							
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Vrginie/Dears Security of Vegeta	10 0 Page 1 of 1 0 01	2 Fept Sut 10 1					Staning 1 - 5 of 5
SHOUTHATTICK							
ass-remeduade							
I INVELOISENALOOS							
THEORY TRADER							
VA DOVINGINA PRED-FRETOR DC							
Self Service Schedule (ARCHETA	PAT-123123123)-04/12/2014						
Schedule Form							
a System Attributes	Business Unit:	CALIFO	IN A CALIFORNIA				
Audit Trail User Notes	· Screwin Details						
	Week Ending:	04-12	2014				
	Customert	2300-	900				
	Work Location:	FROM	PRONT GATE				
	arona apopulari.						
	Fosition:	DRV	IR .				
			CR -2014 12:00 AM				

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.

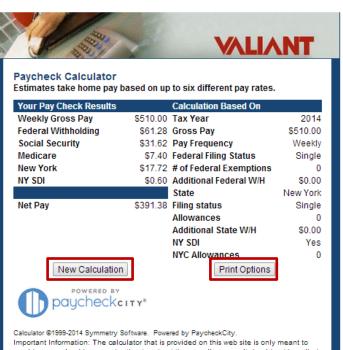
# 6. Resources



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	VALIANT
alculates net pay or "take home pay" or salaried employees, which is wages frer withholdings and taxes	Paycheck Calculator Estimates take home pay based on up to six different pay rates.
	Calculation based on: Tax Year 2014 V For New York V
	Instructions: Click an item's name for help on contents.
	Rates Information
	Use 2 Trate(s) for my paycheck
	Pay Rate#1 0 Hours 0
	PayRate#2 D Hours D
	General Information
	Gross Pay Period V
	Gross Salary YTD (optional)
	Pay Frequency Weekly 🔻
	Federal Filing Status Single *
	# of Federal Allowances
	Additional Fed. Withholding \$
	Round Federal Withholding O Yes   No
	Lam exempt from: Federal Tax FICA Medicare
	State and Local Information for New York
	Child States
	Allowances
	Additional State W/H S
	NY SDI @ Yes O No



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 recisely and is not intended to provide tay or lenal advice. You should popsill with

### Printing Options

Preview Cal Thi

Calculation Results and Settings This report prints the settings used for this calculation as well as the earnings information.

NOTE: You <u>must</u> 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 <u>cannot</u> offer technical support for Adobe® Acrobat software. If you do not have this software, click this box to download a free copy.



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

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

# **Print Options**



SSN	Employee No.	Pay Rate	Date	Check No.
				_
Earnings	Current	Deductions	Current	Annualized
Gross Pay	\$510.00			\$26,520.00
		Federal	61.28	3,186.56
		FICA	31.62	1,644.24
		Medicare	7.40	384.80
		New York	17.72	0.00
		NY SDI	0.60	31.20
		Net Pay	391.38	20,351.76

Prompts to Preview the calculated results and select to print or download.



# 7. Support

Please contact your employer for additional support or guidance on the Self Service Portal.