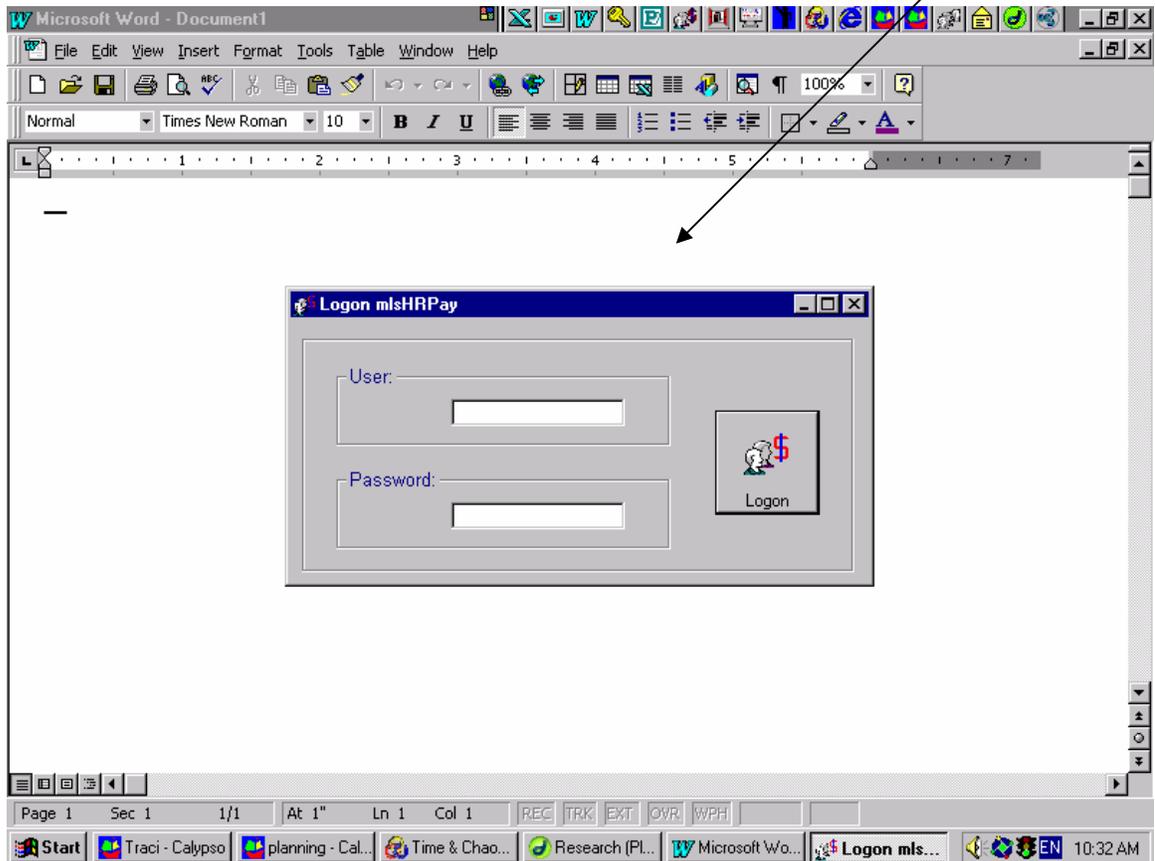




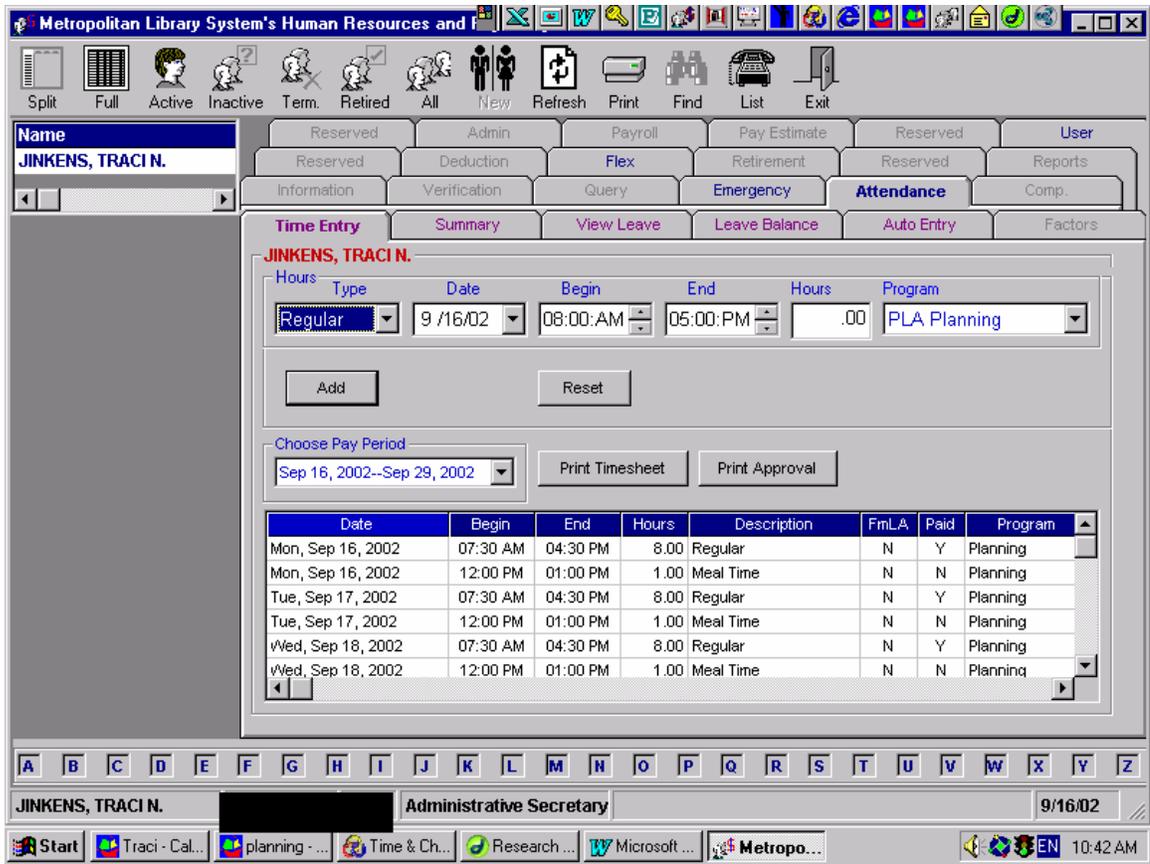
Introduction to mlsHRPay

- a. To enter mlsHRPay, the employee will **select the mlsHRPay icon**, which will start up the program. The user will be prompted with the following message:



- b. The employee will **enter his/her user ID**, which will be the social security number. Also, a password must be entered before clicking the "Logon".
- c. Upon entering the password, click on "Logon".

The first screen that the employee will see is "Time Entry."



- d. From this screen, the employee will be able to change various factors in determining their pay period.

The choices available are:

- **Type:** The default is "Regular". To change the type, click on the drop down arrow and choose from selections, such as "Leave", "Meal Time", "Overtime", and "Holiday".
- **Date:** The default is today's date. To change date, click on the drop down arrow or click inside the box and change manually.
- **Begin:** The default is 8:00 AM. To change this, the user can click inside the box and change manually or use the up and down arrows located just to the right of the time.
- **End:** The default is 5:00 PM. To change this, the user can click inside the box and change manually or use the up and down arrows located just to the right of the time.

- **Hours:** Enter the total hours of working time (leave time) here.

e. If an employee chooses "Leave", a new menu will show up on the screen.

Date	Begin	End	Hours	Description	FmLA	Paid	Program
Mon, Sep 16, 2002	07:30 AM	04:30 PM	8.00	Regular	N	Y	Planning
Mon, Sep 16, 2002	12:00 PM	01:00 PM	1.00	Meal Time	N	N	Planning
Tue, Sep 17, 2002	07:30 AM	04:30 PM	8.00	Regular	N	Y	Planning
Tue, Sep 17, 2002	12:00 PM	01:00 PM	1.00	Meal Time	N	N	Planning
Wed, Sep 18, 2002	07:30 AM	04:30 PM	8.00	Regular	N	Y	Planning
Wed, Sep 18, 2002	12:00 PM	01:00 PM	1.00	Meal Time	N	N	Planning

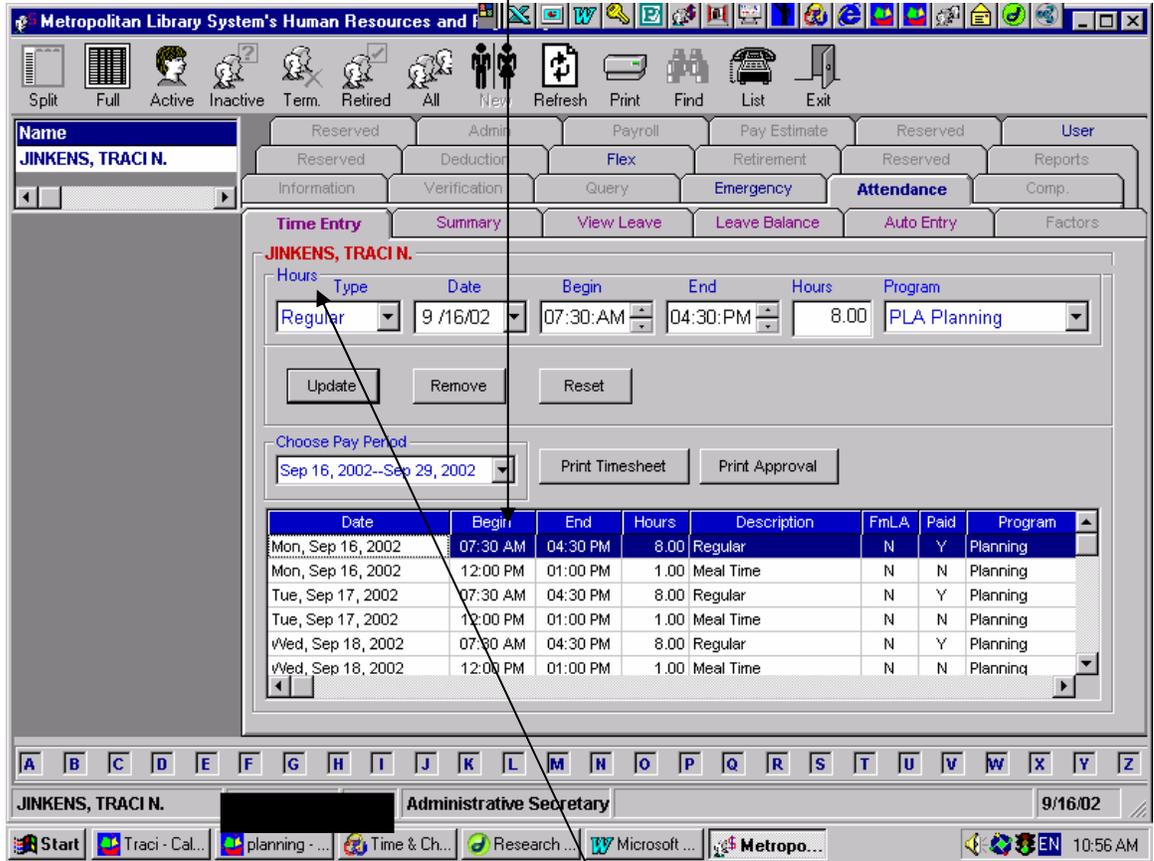
To change the "Leave Type", click on the drop down arrow and choose from the various options available, such as "Annual Vacation", "Sick Leave", "Doctor/Dental", "Vote", and many more.

When making any type of changes to your pay period record, be sure and change the "Date", "Begin", and "End" times, as well as the "Hours". The "Program" should already be defaulted to your permanent place of employment.

- f. Once the employee has made a change to any date, s/he must click on the "Add" button. This will incorporate the information into the pay period. If a problem exists, a message will pop up on the screen, notifying the employee of conflicting information.
- g. Prior to each pay period, the employee will need to furnish the manager/supervisor with his/her timesheet and leave used. To do this, the employee will need to click on "Print Timesheet." This will print up the timesheet for the current pay period. To print up the leave used, the

employee will need to click on "Print Approval." This function will print up two copies. Both copies will need to be signed by the employee and given to the manager/supervisor. Upon approval, the employee will receive one copy back with the manager's/supervisor's signature. This copy should be retained for the employee's records.

If an employee needs to make changes to his/her pay period, s/he can click on the date that needs to be changed.



This information will show up under the "Hours". The employee can then change the information. Click on "Update" or "Remove" and the changes will be entered.

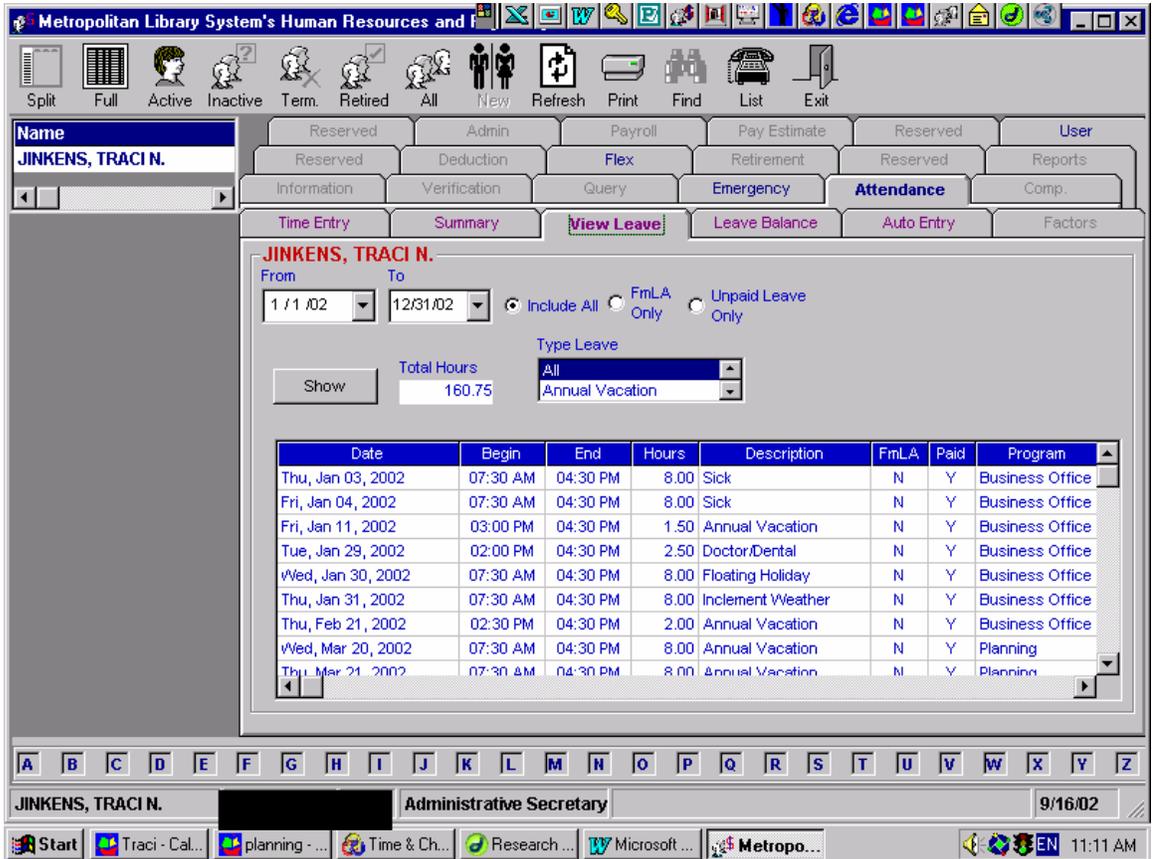
- h. Another feature of the mlsHRPay is the "Summary" tab. The "Summary" tab can be used to "double-check" all of the hours have been accounted for and correctly sum up the total number of hours for the pay period. This is especially helpful when an employee has multiple changes to a pay period and s/he isn't sure if everything adds up correctly from the "Time Entry" screen.

The screenshot displays the 'Summary' tab for employee JINKENS, TRACI N. The interface includes a top menu bar with options like Split, Full, Active, Inactive, etc., and a central navigation pane with tabs for Time Entry, Summary, View Leave, etc. The main content area shows a table of hours for the pay period Sep 16, 2002--Sep 29, 2002.

	Week One	Week Two	Total
Hours Regular	40.00	40.00	80.00
Hours Overtime	.00	.00	.00
Total	40.00	40.00	80.00

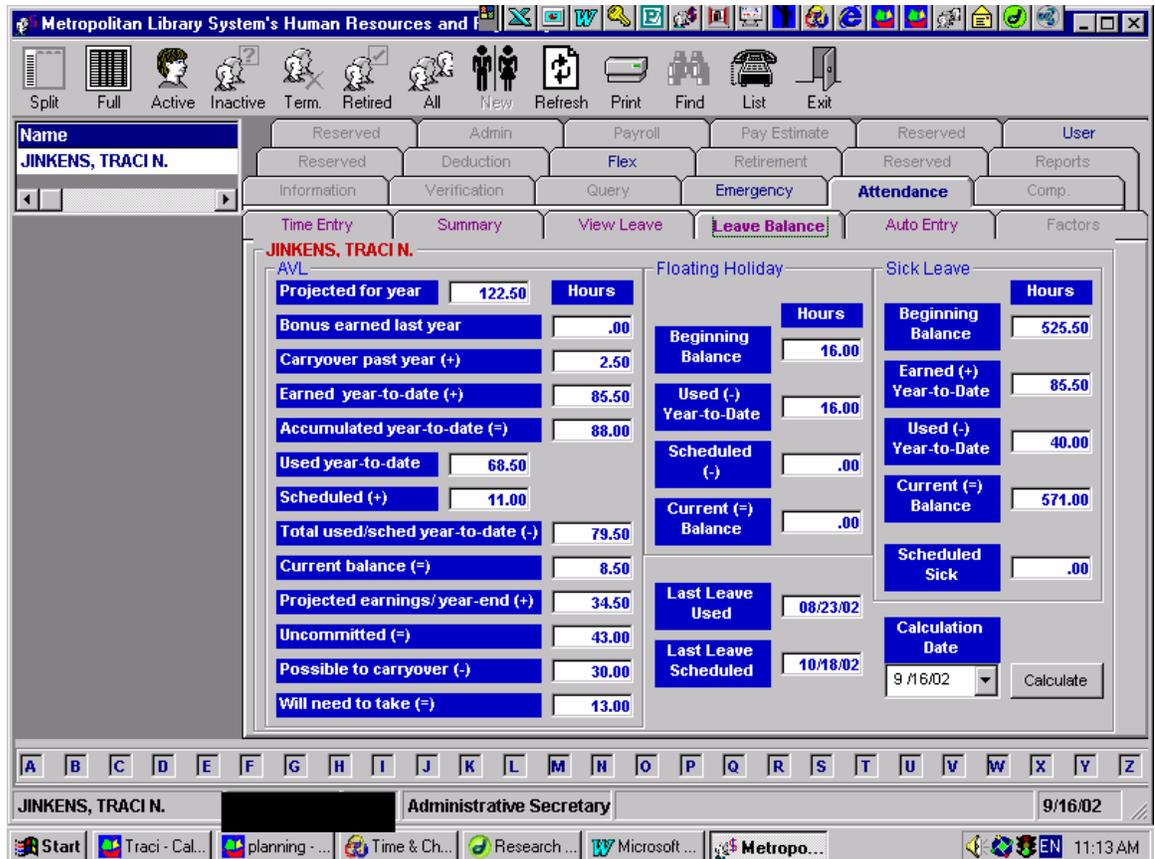
At the bottom of the window, the taskbar shows the Start button and several open applications, including Traci - Cal..., planning - ..., Time & Ch..., Research..., Microsoft..., and Metropo... The system clock indicates 10:58 AM on 9/16/02.

- i. Another great feature of mlsHRPay is the “View Leave” tab. This tab allows the user to view all of the leave taken throughout the calendar year.



The employee can change what type of leave is viewed by clicking on the arrows under “Type Leave”. Once a selection has been made, click on the “Show” button.

The "Leave Balance" tab is very helpful to employees because it shows all the leave available, how much leave has been used, Floating Holiday balance, and sick leave hours.



There are three columns of information. The first column "AVL" includes all of the information an employee would need regarding vacation time.

Projected for year	Total number of hours per that individual
Bonus earned last year	Dependent on sick leave usage (For more information, read Policy & Procedures manual)
Carryover past year	Vacation hours brought over from previous year
Earned year to date	Vacation hours earned year to date
Accumulated year to date	Carryover + Earned
Used year to date	Vacation hours used year to date
Scheduled	Vacation hours scheduled year to date
Total used/sched year to date	Used + Scheduled
Current balance	Accumulated – Total used/sched year to date

Projected earnings/year end	Vacation hours remaining
Uncommitted	Current balance + Projected earnings
Possible to carryover	Possible vacation hours to carryover to next year
Will need to take	Vacation hours an employee must take before year end

The "Floating Holiday" column consists of:

The beginning balance, what have been used year to date, hours scheduled, and the current balance. All full-time employees receive a total of 16 hours of floating holiday.

The "Sick Leave" column includes:

The beginning balance, number of hours accumulated year to date, hours used year to date, the current balance, and any sick hours scheduled.

The next tab, which is helpful for employees with "set" schedules, is the "Auto Entry" tab.

An employee can set up his/her schedule, which would then consistently show up on their "Time Entry" screen. No changes would have to be made, unless an employee used leave time in that particular pay period. To set up the time entry feature, an employee would fill in the appropriate hours and meal time hours. Once all of the information has been entered, click on "Apply".

NOTE: On the days that an employee does not work (e.g. Saturday and Sunday as in the case above), the beginning and end times, as well as the meal times are all 12:00 AM. This special feature allows those days to not show up when working with the time sheet.

Other features included in the mIsHRPay are the "Emergency" tab, the "Flex" tab, and the "User" tab.

On the "Emergency" tab, the employee will have contact information for emergencies located here.

On the "Flex" tab, the employee will be able to see everything that has taken place within their flex account for the calendar year. (Flex plans are optional. For further information regarding enrolling in Flex plans, contact the Benefits Manager.)

On the "User" tab, an employee can change their password. In order for the change to take place, click on "Change Password."

A new feature for the mlsHRPay database is the 'Payday Info' tab. For security purposes, only the employee will be able to access his/her payroll information. The supervisor will not be able to access the employee's records. For any particular pay period, the payday information will show up on the employee's record a day before payday. This new feature also allows for employees to print up their pay stub. Furthermore, the 'Payday Info' helps employees keep track of payday information for tax purposes.

