



Welcome to Employeeforward.com

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

To access employeeforward.com:

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

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

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

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

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

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

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

Home Page:

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

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

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



Demographics

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

HOMER POE - Payroll Demo Company (DEMO)

Home **Demographics** Accruals Deductions Dependents Direct Deposit Pay History Taxes

Employee Information

Name	<input type="text" value="HOMER D POE"/>
Address 1 *	<input type="text" value="1 Depot Homes Blvd"/>
Address 2	<input type="text" value="ex: 2nd Floor"/>
City *	<input type="text" value="Merrimack"/>
State *	<input type="text" value="NH - New Hampshire"/>
Zip code *	<input type="text" value="03054"/>
Email address *	<input type="text" value="mikea@harperspayroll.com"/>
Home phone	<input type="text" value="ex: (888) 888-8888"/>
Mobile phone	<input type="text" value="ex: (888) 888-8888"/>
Status	<input type="text" value="A"/>
Title	<input type="text"/>
Position code	<input type="text"/>
Gender	<input type="text" value="M"/>
Date of birth	<input type="text" value="01/01/1980"/>
Hire date	<input type="text" value="06/27/2016"/>
Dept.	<input type="text" value="406000"/>
Location	<input type="text" value="001"/>
Branch	<input type="text" value="One"/>



Accruals

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

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Accruals

Accrual	Start Date	End Date	Available Hours	Used Hours	Last Accrued
Personal	02/18/2016	12/31/2100	0.00	0.00	06/03/2016
Vacation	02/18/2016	12/31/2100	0.00	0.00	06/03/2016

Deductions

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

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Deductions

Deduction	Start Date	End Date	Rate	Goal	Paid	Last Taken
401k	02/18/2016	12/31/2100	5.00	0.00	0.00	
401k Loan #1	02/18/2016	12/31/2100	29.97	1700.00	1325.77	
Health (Pre)	02/18/2016	12/31/2100	32.50	0.00	0.00	

Dependents

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

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Dependents

Add

Name	Relationship	Phone
 POE, JOSEPHINE H	Spouse	(603) 555-1234

Direct Deposit

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

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Direct Deposit

Add

	Priority	Transit	Account	Account Type	Amount Code	Amount	Start Date	End Date
	1	011000138	00924121212	Savings	Flat amount or partial	25.00	02/18/2016	12/31/2100
	2	011000138	99246585	Savings	Flat amount or partial	45.00	02/18/2016	12/31/2100
	99	011000138	001322544677	Checking	Percent of net pay	100.00	02/18/2016	12/31/2100

Pay History

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

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Pay History

Year

2013

	Check Date	Pay Type	Hours	Gross	Deductions	Taxes	Net Pay	Dir Dep Amt	Check Amt
	12/12/2013	Regular	7.75	65.88	0.00	10.58	55.30	55.30	0.00
	12/05/2013	Regular	11.00	93.50	0.00	16.81	76.69	76.69	0.00
	11/27/2013	Regular	7.75	65.88	0.00	10.58	55.30	0.00	55.30
	11/21/2013	Regular	23.50	137.75	0.00	26.76	110.99	0.00	110.99
	11/14/2013	Regular	14.75	125.38	0.00	23.99	101.39	0.00	101.39
	11/07/2013	Regular	26.50	167.13	0.00	33.36	133.77	0.00	133.77
	10/31/2013	Regular	26.25	165.01	0.00	32.89	132.12	0.00	132.12
	10/24/2013	Regular	8.00	68.00	0.00	11.08	56.92	0.00	56.92
	10/17/2013	Regular	30.25	171.88	0.00	34.43	137.45	0.00	137.45
	10/10/2013	Regular	19.25	103.57	0.00	19.07	84.50	0.00	84.50
	10/03/2013	Regular	10.50	89.25	0.00	15.86	73.39	0.00	73.39
	09/26/2013	Regular	22.25	131.01	0.00	25.24	105.77	0.00	105.77

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



Direct Deposit Preview - Direct Deposit Preview - Direct Deposit Preview - Direct Deposit Preview - Direct Deposit Preview - Direct Deposit Preview

Payroll Demo Company
 150 Prescott St
 Worcester, MA 01605
 (508) 753-2385

Voucher Date 12/12/2013 **Voucher Number** 32223

Direct Deposit Advice

***** This is not a check*****

Direct Deposit Amount ***** 55.30

Direct Deposit Voucher
 DEMO 2562 12/12/13 32223

Poe, Homer D
 1 DepotHomes Blvd
 Merrimack, NH 03054

Direct Deposit Preview - Direct Deposit Preview - Direct Deposit Preview - Direct Deposit Preview - Direct Deposit Preview - Direct Deposit Preview

MPH_820106220215 © 2001-2015 MPH

December 12, 2013 **32223**

Emp Id	2562	Loc	740100--	Period Begin	12/01/13	Net Pay	55.30
Clock	2562	Hire Date	03/26/13	Period End	12/07/13	Dir Dep	55.30
		Status	T	Check Type	Regular		

Earnings Summary

Total Gross Pay	Hours	Rate	Current Amt	Ytd Amt
Reg	7.75	8.50	65.88	6,160.54
WE .75	0.00		0.00	189.22
Holiday	0.00		0.00	34.00
	7.75		65.88	6,383.76

Payment Summary for Voucher 32223

Total Gross Pay	65.88
Federal Taxes	-7.39
State and Local Taxes	-3.19
Other Deductions	0.00

Taxes

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

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Taxes

Tax	Filing Status	Exemptions	Exemptions 2	Add'l Amount	Add'l Pct
FITW	M	2	0	0.00	0.00
MA	M	2	0	0.00	0.00
MED	N/A	0	0	0.00	0.00
SS	N/A	0	0	0.00	0.00

To access Prior W2 forms, change the selection to **W2s**. You can then click on the year to access the W2 form.

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W2s

Year
2014