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Manual

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Chapter 1 : Overview of SunPac Employee Portal

The SunPac Employee Portal allows employees to log in to a secure website to view and/or print current or previous check stubs. These check stubs will include the date, amount of check, and the check number, as well as, miscellaneous deductions and leave used and earned for the current period and year-to-date.

Menu Options

The following is a brief description of the Menu Options found on the main screen of the User Portion of the Employee Portal.

Home

This option allows the user to go back to the main screen of the portal.

Employee Data

This option allows the user to view their check history.

User Maintenance

This option will allow the user to change their password.

About

This option will display what version of the portal you are currently running.

Chapter 2 : Opening SunPac Employee Portal

The Employee Portal software is a web-based product. The first step to signing into the SunPac Employee Portal is to open your web browser. Microsoft Internet Explorer is an example of a web browser. Once the web browser is open, enter the SunPac Employee Portal website address. This address will vary between school districts. The normal web address is //ServerIPAddressORServerName/SunPacEP/default.aspx. If you are not able to access this website, your IT department may have "hidden" it with a web address alias. Check with your IT department on how to get a connection to the website.

PLEASE NOTE

If a shortcut has been created on your desktop, just double click on the icon to access the logon screen.

A screen similar to the following will appear when the above address has been entered.



PLEASE NOTE

To create a shortcut to the above website, right click anywhere on the white portion of the screen and click "Create Shortcut." Click "YES" on the message box that pops up. The box should look similar to this:



Instructions on Creating an Account

Before a person can log on to the Employee Portal, they must first register with the SunPac Employee Portal System. In order to register, they will need their first and last name as it appears in SunPac along with their social security number.

• Click on the Register with SunPaC EPS link. A screen similar to the following will appear:

Neer Maintenance > Register		
> User Maintenance > Register		
Please c	omplete the information	below.
First Name:		
Last Name:		
SSN:		
User Name:		
E-mail:		
Password:		
	Password must be 5-20 characters and contain 1 non alphanumeric character(s).	
Confirm Password:		
Security Question:	In what city where you born?	~
Security Answer:		
	Register	Cancel

- Type in First and Last Name.
- Type in Social Security Number.
- Type in a username. This is the name that will be used to log on to the system.

- Type in a password. The password must be at least 5 characters long and must contain one of the following non-alphanumeric characters:
 - ! @ # \$ % ^ & * ()
- Confirm your password.
- Email address is optional.
- Type in a Security Question. This question will be used if you forget your password and need help remembering it.
- Type in the answer to your security question.
- Click on "Create User." A screen similar to the following will appear letting you know that the user was created successfully. Click "Continue" to return to the log on screen and log on with your username and password.

 Employee Portal	C Login Ext	<u>×</u>
Ното		
Home > User Maintenance > Register		
Please complete the information below.		
Complete		
Your account has been successfully created.		
Continue		
Version: 2011 Sartox, LLC		

Log on to the SunPac Employee Portal

After you have successfully registered with the system you can then log on to the system (currently there is no set limit on the number of failed log in attempts). The logon screen looks like the following screen:

Log in to Employee Portal	-
User Name:	
Password:	
Log In	
Register with Employee Portal Forgot Password?	

- Type in the username that was created during the registration process.
- Type in the password that was created during the registration process.
- Click "Log In." A screen similar to the following will appear.

Home > Emp	oloye	e Data >	Check Histo	ory				
				Che	eck List			
		Check Date	Check Number	Amount	Check Type	Direct Deposit	Status	
	<u>View</u>	9/15/2010	471532	\$497.53	Payroll		Posted	View As PDF
	<u>View</u>	8/31/2010	468583	\$30.72	Payroll		Posted	View As PDF
	<u>View</u>	6/25/2010	464933	\$602.55	Payroll		Posted	View As PDF
	<u>View</u>	6/15/2010	463176	\$1,288.75	Payroll		Posted	View As PDF
	<u>View</u>	5/14/2010	459823	\$1,621.23	Payroll		Posted	View As PDF
	<u>View</u>	4/15/2010	456397	\$1,274.24	Payroll		Posted	View As PDF
					1 <u>2 3</u>			
					Back			

Forgot Password

This option allows a user to answer their security question and change their password when they cannot remember their current password. This option will not be available if a user has locked out their account by attempting to log in too many times with an incorrect password.

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Select the "Forgot Password" option from the Login Screen.

A screen similar to the following will appear:

Employee Portal	
Home	
Home > User Maintenance > Reset Password Retrieve Lost Password Please enter your user name. User Name:	
Continue	
Version: 2011 Sartox, LLC	

How to change password when forgotten

- I. Click the "forgot password" link from the login page.
- II. Type in the user name that was created during the registration process.
- III. Click "continue."

Employee Portal	C Log In Exit
Home	
Home > User Maintenance > Reset Password	
Identity Confirmation Answer the following question. User Name: cnowlin Security Question: In what city where you born? Answer:	
Version: 2011 Sartox, LLC	

- IV. Type in the answer to the security question.
- V. Click "Continue."
- VI. Type in New Password.
- VII. Type in the new password again to confirm.

Employee Postal	
Home	
Home > User Maintenance > Reset Password	
Enter New Password User Name: cnowlin New Password: Confirm New Password:	
Reset Password Cancel	
Version: 2011 Sartox, LLC	

VIII. Click "Reset Password."

Chapter 3 : Home Screen

When the user logs on to the system they will be taken to their home screen which displays all of their check stubs that are available to view and/or print. This screen will also display voids but will not display 202 entries.

Select "Home"

A screen similar to the following will appear when the "home" screen is selected:

e	mployee Porta						Exit Change Cog Out Exit
Showi	Employee Data	oyee: JAMES S	SABO ntenance ► H	eln 🕨			
Tionic	Home > Employee [Data > Check	History				
				Che	ck List		
		Check Date	Check Numbe	r Amount	Check Type	Direct Depos	sit Status
	View	7/26/2011	474420	\$3,522.42	Payroll	v	Posted View As PDF
	View	2/17/2011	472538	\$3,240.01	Payroll		Posted View As PDF
	View	8/31/2010	469590	\$3,240.01	Payroll	~	Posted View As PDF
	View	6/25/2010	0	\$0.00	Payroll		Posted View As PDF
	View	6/25/2010	465359	\$1,170.37	Payroll	•	Posted View As PDF
	View	5/28/2010	461021	\$3,215.93	Payroll		Posted View As PDF
				1	<u>2</u> <u>3</u>		
				View W2s	Back	:	

At the top of the screen the user will have the options to change their password log out of the system or exit. The top middle portion of the screen will display a message about which user's check stubs are being displayed. There are menu options to the left of the screen that will give the user the ability to navigate to a different screen.

View

Clicking this option will allow you to view the check stub.

Check Date

This column will display the dates that each check was issued.

Check Number

This column displays the check number.

Amount

This column displays the amount of the check.

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Direct Deposi	t
	If this box is checked the check was processed using the direct deposit method instead of a paper check.
Status	
	The status lets you know the status of the check. Posted meaning the check has already been deposited in the bank. Voided means the check has been voided and Pending means the check has not been deposited to the employee's bank.
Back	
	This will take the user back to the "home Screen" where they can perform another search or choose another menu option.
View As PDF	
	This option allows you to view the check stub in PDF format. If the internet browser is Google Chrome Safari or Firefox this button will have to be clicked in order to print the check stub.

View and/or Print Employee Check Information

To view and/or print a check stub:

- Click on the "Select" option to the left of the desired check stub.
- The check stub will be displayed on the screen. Once the check stub is displayed the ability to print also becomes available.
- Click on the printer icon to print.

The check will look similar to the following:

Click here to print check information.

DEPOSI	TED EXACTL PO BOX 52 SALISBURY	x, LLC LY ****30 DOLLAR 64 Y, NC 28147	IN A I	of1 ♪ TS			DATE 8/31/20 NO	No. 4	68583 CHECK NUMBER 468583 IOUNT 72 ISEMENT HAS BEEN AT DOL BUDGET AND FISH DOL BUDGET AND FISH OTTABLE A CHECK * DO NO	DT CASH)	REQUIRED .ACT.
				V U	I D	-					
		ŝī				Cli Exj	ck He port (ere to Check	select a F to a file.	Format	t and
NUTICE OF	DIRECT DEPUS	511									
DO DOX 5084			Lo	cation:							
SALISBURY, NO	28147		80	3 MINIBUS D	RIVERS/W	IONITORS	5				
	Withholding Status	Exemptions	Additional Withholding	Retiren	nent ber		Dire	ct sait	Accour	nt Number/ it Number	
Federal											
rederal	S	0	\$40.00	51443	38		Y			00229433	2
State	S	0	\$40.00 \$30.00	5144	38		Y			00229433	2
State	S S Code E	0 0 Escrow Dock Am	\$40.00 \$30.00 t. Net Gross	5144: Grade	38 Step	Days Empl.	Y Days Paid	Hours Paid	Percent Employed	002294333 00229433 Descript	2 2 ion
Gross \$35.59 SS	S S Code E SBUS	0 0 Escrow Dock Am 0.00 .	\$40.00 \$30.00 t. Net Gross 00 35.59	5144 Grade 51	38 Step 20	Days Empl. 20.00	Y Days Paid 0.00	Hours Paid 2.75	Percent Employed 100.00 SUMI	00229433: 00229433 Descript IER TRAIN	2 2 Jon IING
Gross	S S Code E SBUS Salary	0 0 Escrow Dock Am 0.00 . Retirement	\$40.00 \$30.00 t. Net Gross 00 35.59 Federal Tax	5144 Grade 51 State Tax	38 Step 20 Social S Ta	Days Empl. 20.00 ecurity x	Y Days Paid 0.00 Med	Hours Paid 2.75	Percent Employed 100.00 SUMM Miscellaneous Deductions	00229433 00229433 Descript IER TRAIN	2 2 IING Net Pay
Gross \$35.59 SS Current YTD	S S SBUS Salary 35.59 13.688.97	0 0 Escrow Dock Am 0.00 . Retirement 2.14 821.35	\$40.00 \$30.00 t. Net Gross 00 35.59 Federal Tax .00 1,458.95	5144 Grade 51 State Tax .00 884.00	38 Step 20 Social S Ta 8	Days Empl. 20.00 eourity x 2.21 36.17	Y Days Paid 0.00 Med	Hours Paid 2.75 icare .52 195.56	Percent Employed 100.00 SUMI Miscellaneous Deductions .00 475.88	00229433: 00229433 Descript IER TRAIN	2 2 ion IING Net Pay 30.72 9,017.28
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Gross Gross Gross Current YTD Code CFCANC P2EO SECU UWAY10 Leave ANNUAL LEAVE EXTENDED LEAVE PERSONAL LEAVE PERSONAL LEAVE SICK LEAVE	S Code E SBUS Salary 35.59 13,688.97 Description CAF-BNF-CAN SMRT CHOICE ST EMP CRED UNITED WAY Curre Earned 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.00000 0.00000 0.00000 0.00000000	0 0 Escrow Dock Am 0.00 . Retirement 2.14 821.35 n ICER 19089 E-EEONLY VIT UNION 999 2010 . Used . 0 0.000 0 0.000 0 0.000 0 0.000 0 0.000 0 0.000 0 0.000	\$40.00 \$30.00 t. Net Gross 00 35.59 Federal Tax .00 1.458.95 Miscellaneou Beg. Bal. 78.890 0.000 78.800 0.000 0.000 0.000 0.000 574.240	5144: Grade 51 State Tax .00 884.00 s Deductions Earned 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	38 Step 20 Social S Ta 8 Fisca d 0.000 0.000 0.000 0.000 0.000 0.000	Days Empl. 20.00 eourity x 2.21 38.17 al Year-To- Used	Y Days Paid 0.00 Med 0.00 0.000 0.000 0.000 0.000 0.000 0.000 0.000	Hours Paid 2.75 .52 195.56 Current Adj. 0.00 0.00 0.00 0.00 0.00 0.00	Percent Employed 100.00 SUMA Miscellaneous Deductions .00 475.88 00 00 00 00 00 00 00 00 00 00 00 00 0	00229433: 00229433 Descript /ER TRAIN 202.68 .00 201.00 201.00 72.00 .000 0.000 0.000 0.000 0.000	2 2 ion IING Net Pay 30.72 9,017.28 End Bal. 78.890 0.000 78.800 0.000 574.240

ы**ц** -

Excel PDF

Word

The check will show the amount the name and address of employee the location of the workplace their miscellaneous deduction information as well as their leave information for current and year-to-date.

How to Export Check or W2 to a File

- I. Click on the in the top right portion of the check menu par.
- II. Choose "Excel", "PDF", or "Word" to export the file.
- III. Click "Open" to open the file before saving or click "Save" to save the file.
- IV. Choose the location for which you wish to save the file. You can also change the name of the file in this same box before saving.

File Download					
Save As					? 🗙
Save in:	🞯 Desktop		💌 G 🕫	ب	
Recent Desktop My Documents	My Documents My Computer My Network Pla SQL Server EP INSTALL Cocal Applicatio Sartox Website Owen SunPac Employ Misc SDMS	aces Ins ee Portal			
My Computer					
	File name:	Employee Check Detail.doc		✓	Save
My Network	Save as type:	Microsoft Office Word 97 - 20)03 Document	✓	Cancel

V. Click "Save."

View and/or W2

To view and/or print a W2:

- Click on the "Select" option to the left of the desired W2.
- The W2 will be displayed on the screen. Once the check is displayed, the ability to print also becomes available.
- Click on the printer icon to print.

The W2 will look similar to the following:

Form W-2 Wage and Tax Statement 2010			7 Social security tips		1 Wages, tips, other compensation 22559.65		2 Federal income tax withheld 1653.12		
c Employer's name, address, and ZP code RONAN-SALISBURY BOARD OF ED P.O. BOX 2349 SALISBURY, NC 28145			de 8 Allocated tips DAR.D OF ED 9 Advance EIC payment			3 Social security wages 24051.52 5 Medicare wages and lips 24051.52		4 Social security tax withheld 1491.18 6 Medicare tax withheld 348.75	
				10 Dependent care benefits		11 Nonqualified plans		12a See in	structions for box 12
e Employee's	name, address, and ZIP code	-	199	13 Statutory Retirement This employee plan sick	opany 14 Other			12b	
137 E MOORE:	LROSA RD SVILLE, NC 28115			b Employer identification number (EIN) 566001834 a Employee's social security number 312-67-5575		1)		12c	
								12d	
15 State NC	Employer's state ID number 080100001	16 State wages, tips 22559	s, etc. 9 . 65	17 State income tax 1311.00	18 6	cal wages, tips, etc.	19 Local	income tax	20 Locality na
Сору В-То	o Be Filed With Employee's F	EDERAL Tax Ret	urn	This information is being furnished	to the Inte	ornal Revenue Service. OMB No. 1545-0008 formation is being furnished	to the Internal Reve n may be imposed of	Dept. o Visit the I nue Service. If you on you if this incom	of the Treasury - I IRS website at www.irs.g are required to file a tax ret e is taxable and you fall to r
Copy B-To	o Be Filed With Employee's F	EDERAL Tax Ret	lurn	This information is being furnished	to the Inte	formation is being furnished Mages, tipe, other sanctor	to the Internal Reve n may be imposed o	Dept. o Visit the I nue Service. If you on you if this incom 2 Federal in	of the Treasury - I ITS website at www.irs.c are required to file a tax ret e is taxable and you fail to r noome tax withheld
Form W-2 c Employer's r	D Be Filed With Employee's F Wage and Tax Stateme	EDERAL Tax Ret	urn	This information is being furnished 7 Social security tips 8 Allocated tips	to the Inte This in reglige	ornal Revenue Service. OVIB No. 1545-6006 formation is being furnished ince penalty or other sanction 1 Wages, tips, other of 22,55 3 Social security wag 2,10,6 2,10,6 3 Social security wag	to the Internal Reve may be Imposed of compensation 9 - 65 as	Dept. o Visit the I nue Service. If you on you if this Incom 2 Federal in 4 Social se	of the Treasury - I IRS website at wmw.irs.g are required to file a tax ret e is taxable and you fail to r noome tax withheld 1653.12 curity tax withheld 1001.19
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Chapter 4 Employee Data

This option will allow the user to get back to their check information if they are on another screen.

Select "Employee Data."

Select "Check History."

A screen similar to the following will appear:

Home						
	Employee	es wit	h last nai	ne beginniı	ng with a	
Employees w	here: Las	t Name	•	IS/LIKE a		Search
	A	ctive S	tatus: 🗹 A	ctive 🗆 Inactive	9	
	Last Name	MI First	Name Active	SSN Ending In	Emp. ID	
(inter- to-	ABEABC		(YZ 🔽	5575	000668786 🚞	
and the second s	ABEABC		KYZ 🔽	2566	000825777 🚞	
and the second s	ABEABC	a sus:	YZ 🔽	7657	000800868	
	ABEABC	а тімх	YZ 🔽	0791	000574002 🧮	
	ABRABC		YZ 🔽	8244	000151455 🧮	
	ABRABC	Q MER	XYZ 🔽	2177	000725388 🧮	
	ADAABC	Q ANTX	YZ 🔽	8060	000331271 🧮	
1993 	ADAABC	Q DEB	YZ 🔽	1813	000275024 🧮	
	ADCABC	a sco	KYZ 🔽	9562	000452773 🧮	
	ADCABC	a TER)	YZ 🔽	2173	000175384 🧮	
1900	ADKABC	Q CYN	YZ 🔽	3862	001963862 🧮	
1903 	ADKABC	Q JASX	YZ 🔽	2773	000215984 🧮	
1995	AGGABC	Q MAR	XYZ 🔽	6313	000909524 🧮	
	AGUABC	Q LINX	/Z 🔽	9373	000762584 🧮	
	AISABC	а мікх	YZ 🔽	9888	000943099 🚞	
	ALDABC	Q ANG	KYZ 🔽	2345	000085556	
	ALDABC		YZ 🔽	3887	000067098 🚞	
	ALDABC		YZ 🔽	9742	000062953 🚞	

View

Clicking this option will allow you to view the check stub.

Check Date

This column will display the dates that each check was issued.

Check Number

This column displays the check number.

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Amount	
	This column displays the amount of the check.
Direct Deposi	t
	If this box is checked the check was processed using the direct deposit method instead of a paper check.
Status	
	The status lets you know the status of the check. Posted meaning the check has already been deposited in the bank. Voided means the check has been voided and Pending means the check has not been deposited to the employee's bank.
Back	
	This will take the user back to the "home Screen" where they can perform another search or choose another menu option.
View As PDF	
	This option allows you to view the check stub in PDF format. If the internet browser is Google Chrome Safari or Firefox this button will have to be clicked in order to print the check stub.

Chapter 5 : User Maintenance

This option will allow the user to edit their account change their password and/or edit security questions for all users.

Edit Account

This option will allow the person signed in to edit their first and last name social security number and/or email address.

Select "User Maintenance."

Select "Edit Account."

A screen similar to the following will appear:

Home > User Maintenance > Edit Acco	unt
Please com	plete the information below.
First Name:	CHAXYZ
Last Name:	ASHABC
SSN:	***-**-7789
User Name:	cnowlin
EMail:	cnowlin@sartox.com
	Save

First Name

	This field contains the first name of the Employee.
Last Name	
SSN	This field contains the last name of the Employee.
User Name	This field contains the SSN of the Employee.
Email	This field contains the username that was created when the user registered.
	This field contains the email address that was created when the user created their account.
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Save

Click "Save" after making any changes.

Change Password

This option will allow the user to change their own password.

Home > User Maintenance > Change Password				
Please complete	e the information below.			
First Name:	CHAXYZ			
Last Name:	ASHABC			
SSN:	***-**-7789			
User Name:	cnowlin			
Old Password:				
New Password:				
Confirm New Password:				
Ch	ange Password			

How to Change Password

- I. Select "User Maintenance."
- II. Select "Change Password."
- III. Enter current password.
- IV. Enter New Password.
- V. Enter New Password again to confirm.
- VI. Click "Change Password."

Change Security Question

This option is used to change the security question that was selected when an employee first registered for the Employee Portal.

Select "User Maintenance."

Select "Change Security Question."

A screen similar to the following will appear:

Home > User Maintenance > Change Security Question				
Please complete the information below.				
Current Password: Security Question: Security Answer:	< Select Security Question>			
	Save	Cancel		

Current Password

Enter your password in this field.

Security Question

This drop down menu contains a list of available security questions.

Security Answer

This field contains the answer for the security question that was chosen.

How to Change Security Question

- I. Select "User Maintenance."
- II. Select "Change Security Question."
- III. Type in current password.
- IV. Select desired question.
- V. Type in the Answer.
- VI. Click "Save."

Chapter 6

Chapter 7 : About

This option contains information on what version of the software you are currently running. This is useful particularly when performing upgrades so that you know what version you are on before upgrading. If you call the support desk for help they may also ask you to check here and tell them what version you are currently running.

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