

EDU-MET

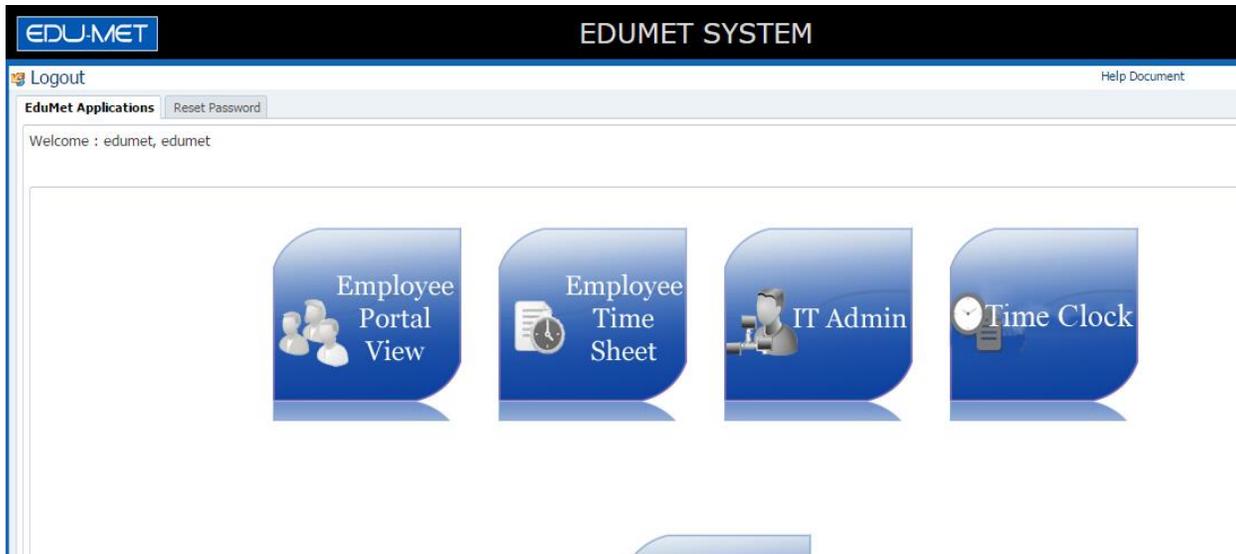
Employee Portal View Help Document

(For Employees)

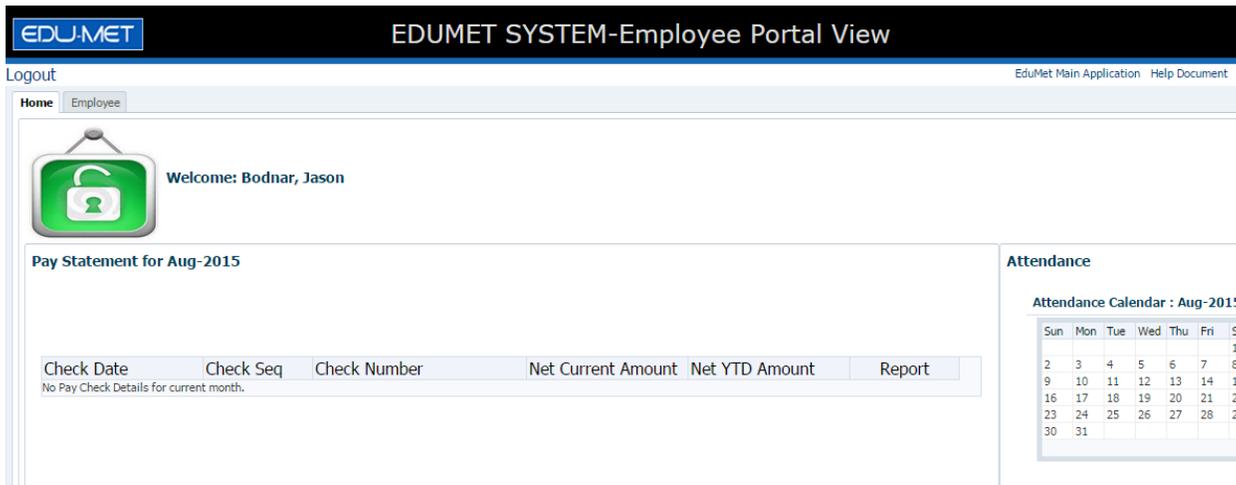
8/21/2015

Accessing the Employee Portal View Application

1. Please click on the Employee Portal View Icon to get inside the application.

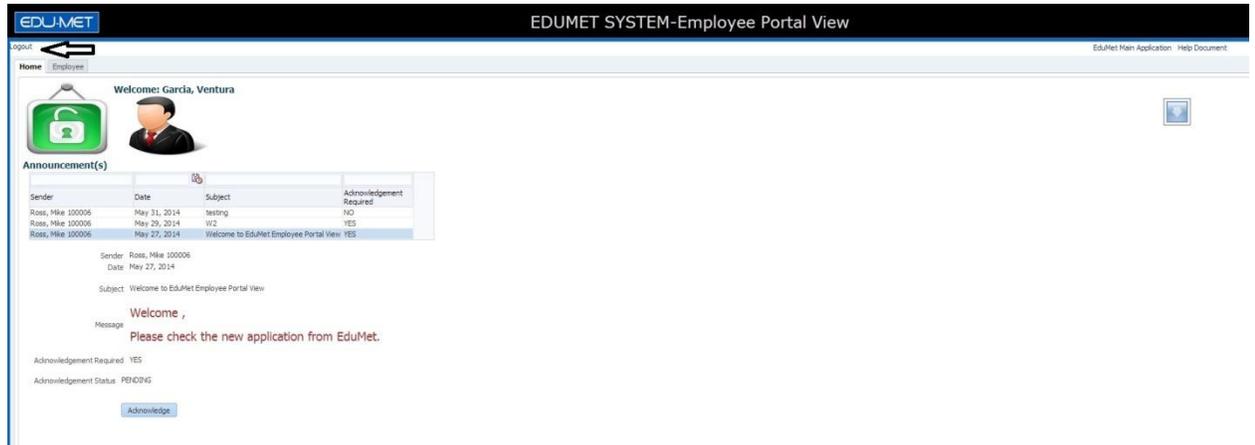


2. Once you click the icon, you will be redirected to the below screen.



Employee Portal View : Features and Accessibility

1. This is the Employee portal home screen where we have all the announcements from administrator, also the summary of pay statement and attendance for the current month.



Click on logout button anytime to exit from the application.

You can also go back to the main screen which was containing all the icons of different application modules by clicking the button that says “EduMet Main Application”.

2. In Announcements, if announcement need to be acknowledged then the user has to click on the Acknowledge button as shown in the above screenshot.

3. Please click on the employee tab to access the details for the employees as shown below:

EDU-MET EDUMET SYSTEM-Employee Portal View

Logout EduMet Main Application Help Document

Home **Employee**

- My Account >
- Checks / Statements >
- Total Benefits >
- Attendance >
- Banking >
- Provider / Dependent >
- W2's >
- Download Documents >
- Additional Reports >

Employee Account

Employee : Bodnar, Jason

[Generate Employee Detail](#)

Employee Details

Employee ID: 101219
State ID: 82058058
Title: Teacher Of Social Studies
Name Prefix:
First Name: Jason
Middle Name: A
Last Name: Bodnar
Name Suffix:
Date of Birth: Dec-30, 1979
Hire Date: Sep 04, 2007
Pension Number: 0571413

Address

Street: 311 Cinnamon Avenue

On the left hand side, we have few different tabs to access information about the employee.

My Account

Click on the generate report button to generate the PDF format report on employee's account information.

EDU-MET EDUMET SYSTEM-Employee Portal View

Logout EduMet Main Application Help Document

Home **Employee**

Employee Account
Employee : Bodnar, Jason

Generate Employee Detail

Employee Details
Employee ID: 101219
State ID: 82058058
Title: Teacher Of Social Studies
Name Prefix: Jason
First Name: Jason
Middle Name: A
Last Name: Bodnar
Name Suffix: Bodnar
Date of Birth: Dec-30, 1979
Hire Date: Sep 04, 2007
Pension Number: 0571413

Address
City: 311 Cinnaminson Avenue

Screenshot for PDF format report:



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My Info

Employee: Garcia, Ventura

First Name: Ventura
Last Name: Garcia
Title: Cafeteria Monitor

Employee ID: 100010
State ID: 91674697
Pension Number: 1315792
Date Of Hire: Nov-29-2004
Date Of Birth:

Street: 21 Main Street
City: Union
State: NJ
Zip: 07501

Primary Phone Number: (908)873-4958
Primary Email: srvelectronics@gmail.com
Secondary Email:

Checks and Statements

Click on the Checks/Statements Tab to display the information on checks and statements for the employee.

The screenshot shows the EDUMET SYSTEM-Employee Portal View. The main content area is titled "Checks and Statements" for Employee: Bodnar, Jason. It includes a "Generate Pay Statement" button and a "Paychecks" section with a dropdown for "Pay Check Period" set to "May-2015". The "Personal and Check Information" section displays the employee's address (311 Cinnaminson Avenue, Palmyra, NJ 08065) and pay period (May 03, 2015 To May 16, 2015). The "Earnings" table shows Regular Earnings of \$2,670.59. The "Deductions" table lists items like CONT. INS. TPAF, Federal Income Tax, and Medicare Tax.

Screenshot for PDF format report:



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Check/Statements

Statement No. 935639

Employee: Garcia Ventura
21 Main Street
Union, NJ 07501

Date	Amount
Apr-30-2013	\$0.00

Employee Name	Employee ID	Statement Date	Pay Period		Pay Type	Statement No.
			Start	End		
Garcia, Ventura	100010	Apr-30-2013	Apr-16-2013	Apr-30-2013	Confirmed	935639

Earnings

Description	Current	Y-T-D	Balance
Net	\$0.00	\$0.00	\$0.00
Group Term Life	\$0.00	\$0.00	\$0.00

Deductions

Description	Current	Y-T-D	Balance
CONT. INS. PERS P/T	\$1.52	\$12.19	\$0.00
Federal Income Tax	\$0.00	\$0.00	\$0.00
LOCAL 1019-DUES	\$4.40	\$35.20	\$0.00

Total Benefits

Click on the total benefits tab to display the information on benefits for logged in employee or user.

EDU-MET EDUMET SYSTEM-Employee Portal View

Logout EduMet Main Application Help Document

Home **Employee**

Total Benefits
Employee : Bodnar, Jason

Generate Total Benefit

Type	Amount
Salary	\$58,753.00
Total Amount :	\$58,753.00

3D Pie Chart: \$58.75K (Salary)

Screenshot for PDF format report:

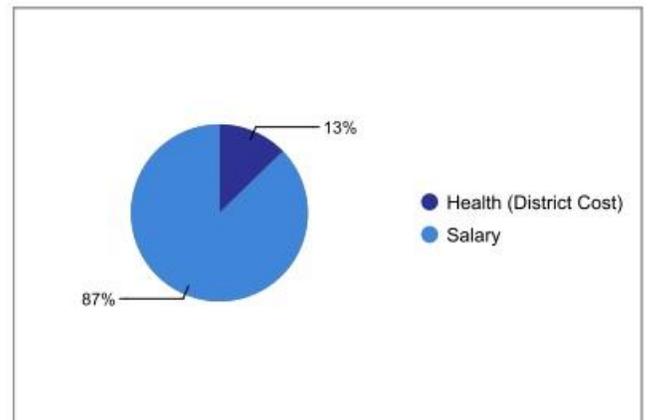


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Total Benefits

Employee Ross, Mike

Type	Amount
Health (District Cost)	\$15,862.56
Salary	\$108,473.00
TOTAL	\$124,335.56



Attendance

Click on the attendance tab to get information on attendance summary for the employee.

EDUMET SYSTEM-Employee Portal View

Logout EduMet Main Application Help Docume

Home **Employee**

Attendance
Employee : Bodnar, Jason

[Generate Attendance Detail](#)

*As of Date : Buy Back

Attendance Details
Select a Month: May-2015

Date	Attendance Type	Attendance Code	Fraction
May 20, 2015	Personal	Personal	1

Attendance Calendar : May-2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Attendance Summary
Select a Fiscal Year: 20142015

Attendance Type	Accumulated/Prior Year	Current Year	Used	Buy Back	Balance

Screenshot for PDF format report:



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Yearly Attendance Calendar: 20132014

Employee: Ross, Mike

JUL							AUG							SEP							OCT						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	1	2	*3	*4	5	*6	7			*1	*2	*3	*4	5	
7	8	9	10	11	12	13	4	5	6	7	8	*9	10	8	9	10	11	*12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	*12	*13	*14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31				25	*26	*27	*28	*29	*30	31	29	*30						27	28	29	30	31		

NOV							DEC							JAN							FEB						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					*1	2	1	*2	3	4	5	6	7				1	*2	3	4							1
3	*4	*5	*6	*7	8	9	8	9	10	11	*12	13	14	5	*6	*7	*8	*9	*10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	*14	15	16	17	18	9	*10	11	*12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	*23	*24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	23	24	25	26	27	28		

Day	Date	Attendance Code	Fraction
FRI	Aug-09-2013	Sick 1.0	1.000
MON	Aug-12-2013	Sick 1.0	1.000
TUE	Aug-13-2013	Vacation 1.0	1.000
WED	Aug-14-2013	Vacation 1.0	1.000
MON	Aug-26-2013	Vacation 1.0	1.000
TUE	Aug-27-2013	Vacation 1.0	1.000
WED	Aug-28-2013	Vacation 1.0	1.000
THU	Aug-29-2013	Vacation 1.0	1.000
FRI	Aug-30-2013	Vacation 1.0	1.000
TUE	Sep-03-2013	Vacation 1.0	1.000

Banking

Click on the banking tab to view all the banking related details of the employee.

The screenshot shows the EDUMET SYSTEM-Employee Portal View. The header includes the EDU-MET logo and the text "EDUMET SYSTEM-Employee Portal View". Below the header, there is a "Logout" link and "EduMet Main Application Help". The main content area is titled "Banking" and shows "Employee : Bodnar, Jason". A "Generate Banking Detail" button is visible. Below this, a table titled "Banking Information" displays the following data:

Bank Name	Account	Account Type	Amount Requested
Pnc Bank, National Association	*****4246	Checking	Balance

A note below the table states: "* Maximum amount allowed to be deposited in the account per pay period." On the left side of the portal, there is a navigation menu with buttons for "My Account", "Checks / Statements", "Total Benefits", "Attendance", "Banking", "Provider / Dependent", "W2's", "Download Documents", and "Additional Reports".

Screenshot for PDF format report:



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Direct Deposit Info

Employee: Garcia,Ventura

Bank Name	Bank Id	Account #	Account Type	Amount Requested
	031207607	7379	Checking	Balance

Health Provider and Dependent

Click on the provider/dependent tab to view the details regarding health providers and dependents for the employee.

The screenshot shows the EDUMET SYSTEM-Employee Portal View. The user is logged in as 'Employee'. The main content area is titled 'Provider/Dependent' for 'Employee: Bodnar, Jason'. There is a 'Generate Health Provider Detail' button. Below this, there are two sections: 'Provider Information' and 'Dependent Information'.

Provider	Type	Coverage	Group	Enrollment Date	Withdrawal Date	Waived	Premium	Employee Co-Pay
Delta Dental Fpo	Dental	Family	7204-6001	Jan 01, 2014		NO	\$995.52	\$0.00
Njshb/Aetna Hmo (#019)	Health	Family	1411-00	Nov 07, 2013		NO	\$21,637.08	\$0.00
Njshb/Prescription (#201)	Prescrip...	Family	1411-00	Nov 07, 2013		NO	\$6,179.88	\$0.00
Vision Service Plan	Vision	Employee	04-107481	Sep 01, 2007		NO	\$172.20	\$0.00

First Name	Last Name	Date of Birth	Relationship	Enrollment Date	Withdrawal Date
Bevin	Bodnar	Jan 02, 1982	Spouse		

Screenshot for PDF format report:



Health Coverage Info

Employee: Ross, Mike

Provider	Type	Coverage	Premium	Employee Co-Pay	Employer Share	Group#	Enrollment Date	Withdrawal Date	Premium Effective Date	Premium End Date	Waived
NJ Direct 10 #050(1)	Health	HW D/P	\$ 1,318.10	\$ 346.00	\$ 972.10	050	Jan-01-2013		Jan-01-2014	Dec-31-2014	NO

Dependent Info

First Name	Last Name	Date Of Birth	Relationship	Enrollment Date	Withdrawal Date
Michael(Own Ins.)	Not Entered	Mar-14-1984	Son	Jan-01-2013	
Miguel	Not Entered	Aug-18-1959	Spouse	Jan-01-2013	
Kristopher (Removed)	Not Entered	Mar-03-1989	Son	Jan-01-2013	

Provider	Type	Coverage	Premium	Employee Co-Pay	Employer Share	Group#	Enrollment Date	Withdrawal Date	Premium Effective Date	Premium End Date	Waived
Medco	Prescription	H/W	\$ 364.27	\$ 95.62	\$ 268.65	PPSRX0 1PACT	Jul-01-2011		Jul-01-2013	Dec-31-2014	NO

Dependent Info

First Name	Last Name	Date Of Birth	Relationship	Enrollment Date	Withdrawal Date
Nicole	Portas (Overage)	Feb-22-1984	Daughter	Jul-01-2011	Jul-01-2011

W2's Report

Click on the W2's tab to get information on W2 for the employee.

The screenshot displays the 'EDUMET SYSTEM-Employee Portal View' interface. At the top, there is a navigation bar with 'EDU-MET' on the left and 'EDUMET SYSTEM-Employee Portal View' on the right. Below this, a 'Logout' link is on the left and 'EduMet Main Application' and 'Help Document' are on the right. A secondary navigation bar contains 'Home' and 'Employee' tabs. On the left side, there is a vertical menu with buttons for 'My Account', 'Checks / Statements', 'Total Benefits', 'Attendance', 'Banking', 'Provider / Dependent', 'W2's', 'Download Documents', and 'Additional Reports'. The 'W2's' button is highlighted. The main content area shows 'W2's' for 'Employee : Bodnar, Jason'. There is a 'Generate W2s' button and a 'W2's Details' section. The 'W2's Details' section includes a 'Select a Year' dropdown menu set to '2014' and a list of employee information:

Full Name	JASON A BODNAR
Street	311 CINNAMINSON AVENUE
City State Zip	PALMYRA, NJ 08065
Dist. Name	BURLINGTON CO INST OF TECH
Dist. Street	695 WOODLANE ROAD
Dist. City State Zip	WESTAMPTON, NJ 08060
Dist. Phone Number	6092674226
Dist. IRS FED	210735947
Dist. IRS STATE	210735947
Dist. SUI REG Number	0044007400
Other Imputed W2 Desc.	OTHER
N1 SUI W2 Desc.	N1SUI

Screenshot for PDF format report:

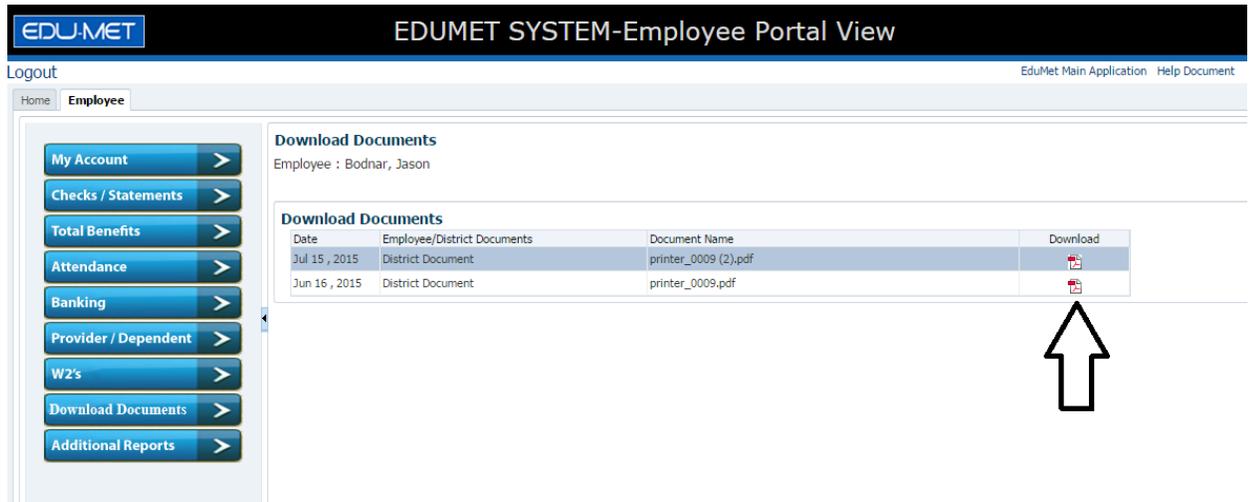


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Form W2 Wage and Tax Statement 2013				7 Social security tips	1 Wages, tips, other 98,268.34	2 Federal income tax withheld 9,761.87	
c Employer's name, address and ZIP code PATERSON BOARD OF EDUCATION 90 DELAWARE AVENUE PATERSON NJ 07503 973-321-0530				8 Allocated tips	3 Social security wages 106,677.95	4 Social security tax withheld 6,614.09	
				9 Advance EIC payment .00	5 Medicare wages and tips 106,677.95	6 Medicare tax withheld 1,546.85	
				10 Dependent care benefits .00	11 Nonqualified plans .00	12A DD 19,679.88	
e Employee's name, address and ZIP code Mike Ross 21 Main Street Union NJ 07083				13 Statutory employee Retirement plan Third party sick pay X	14 S125 4,310.34 114H 7,209.61 FLI 30.90 JWWFSWF 131.33	12C C 214.36	
				b Employer identification number 226002199			12D E 1,200.00
				a Employee's social security 123456789			
15 State	Employer's state ID number	DI P.P. #	16 State wages, tips, etc	17 State income tax	18 Local wages, tips, etc	19 Local income tax	20 Locality name
NJ	226002199000	438871009	110,988.29	3,566.83	.00	.00	

Download Documents

Employee can download their submitted documents from Download Documents tab. Please click on the pdf icon as shown in below screenshot.



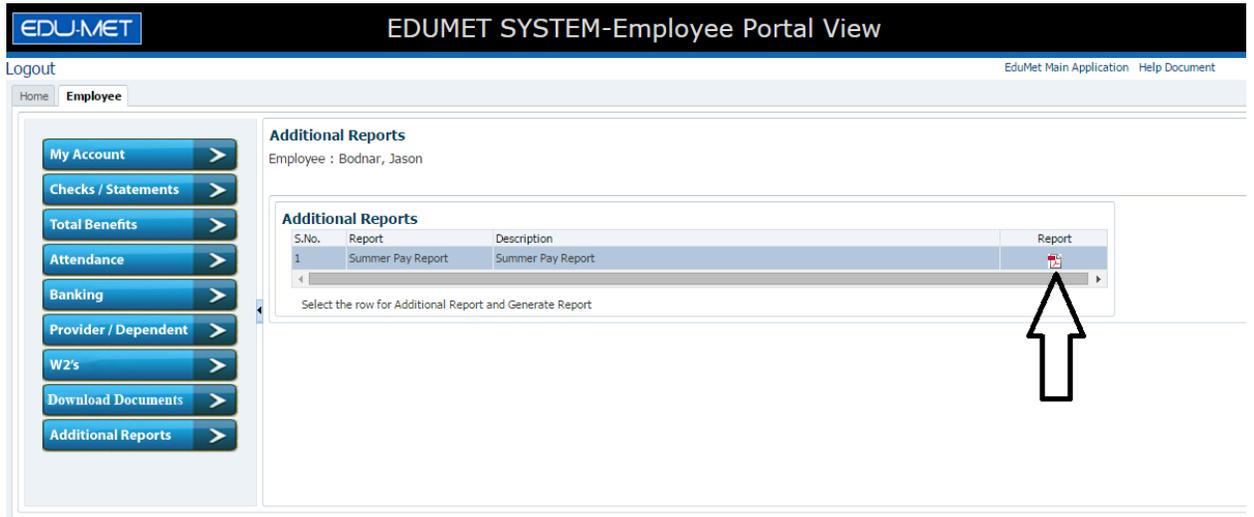
The screenshot displays the EDUMET SYSTEM-Employee Portal View. The page title is "EDUMET SYSTEM-Employee Portal View" and the user is logged out. The "Employee" tab is selected. The "Download Documents" section shows the employee's name as "Bodnar, Jason". A table lists the following documents:

Date	Employee/District Documents	Document Name	Download
Jul 15 , 2015	District Document	printer_0009 (2).pdf	
Jun 16 , 2015	District Document	printer_0009.pdf	

A large black arrow points to the download icon for the document "printer_0009.pdf".

Additional Reports

Administrator can add additional reports as per the requirement, which will reflect in the additional reports area.



The screenshot displays the 'EDUMET SYSTEM-Employee Portal View' interface. On the left, a navigation menu includes options like 'My Account', 'Checks / Statements', 'Total Benefits', 'Attendance', 'Banking', 'Provider / Dependent', 'W2's', 'Download Documents', and 'Additional Reports'. The main content area is titled 'Additional Reports' and shows 'Employee : Bodnar, Jason'. Below this, a table lists available reports:

S.No.	Report	Description	Report
1	Summer Pay Report	Summer Pay Report	

A large white arrow points to the PDF icon in the 'Report' column of the table. Below the table, a note reads: 'Select the row for Additional Report and Generate Report'.

Here Employees can generate their Summer Pay Report by clicking the pdf icon as shown in above screenshot.