



Employee Portal Quickstart Guide

Summary of Tools & Features

Updated 02/10/2021
Questions? Call 855-792-2808



Getting Started

Welcome to the Applied Business Solutions employee portal. This guide will help you understand some of the standard features available in the portal, including Time & PTO, Pay, Benefits, Personal Information and Taxes. Click below to access your portal in PrismHR :

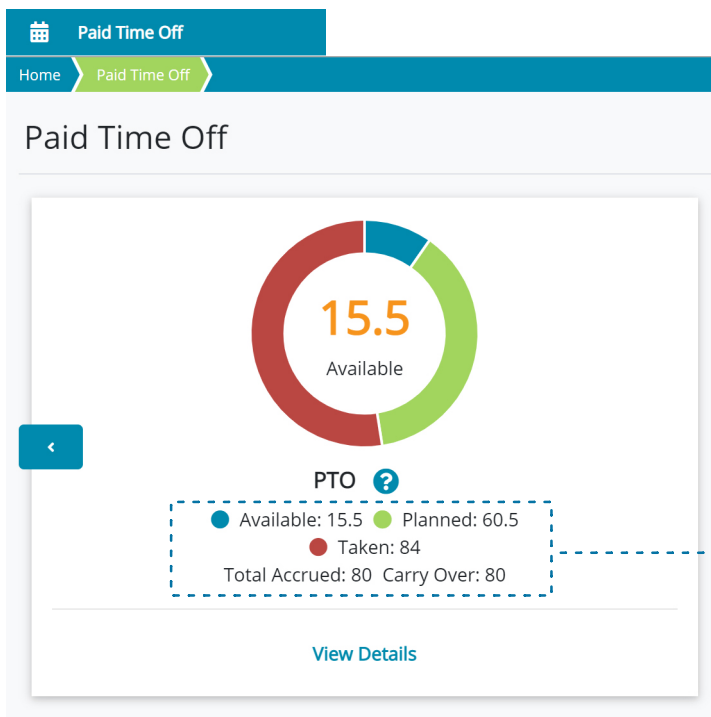
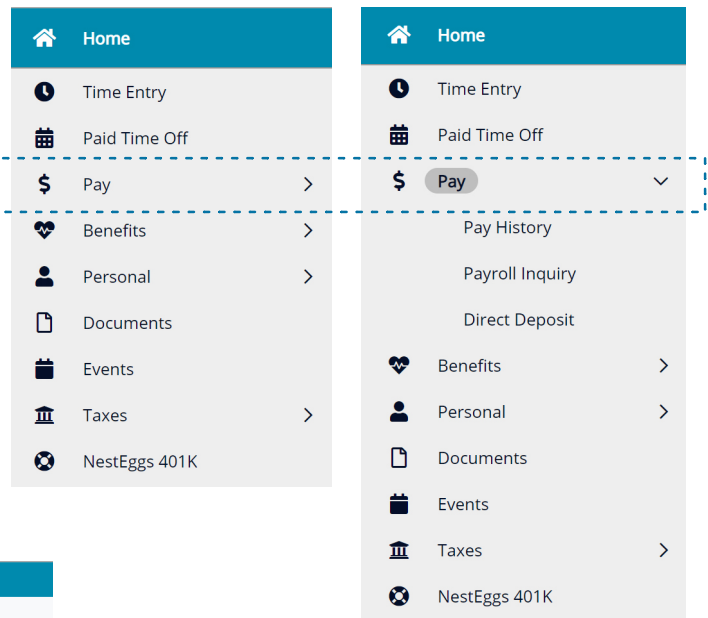
Employee Portal Login

How to Navigate

Once logged into the employee portal, there will be a vertical menu on the left-hand side of the screen. This menu contains all of the employee portal's primary functions.

Some menu items have an arrow next to their name. Clicking these will open a sub-menu containing additional features.

(See the figure to the right)



Time Entry & Paid Time Off

Time Entry - This feature allows employees to manually clock in and out and track their total hours worked. (if applicable)

Paid Time Off - Employees can view their current available, planned or taken PTO time. They can also "Request Time Off" in the top right corner and see their history of PTO taken at the bottom of the page.

**Not representative of your PTO Accruals. Please see your HR representative for more information about your PTO options.*

Pay History & Direct Deposit

Pay - Employees can view their pay history including Gross Pay, Net Pay, Taxes withheld and benefit deductions. (See figure below)

This is also where an employee may make Payroll Inquires or setup their Direct Deposit options.

- 🕒 Time Entry
- 📅 Paid Time Off
- 💰 Pay ▼
- Pay History**
- 🔍 Payroll Inquiry
- 🏠 Direct Deposit

Home > Pay History

Pay History Select Year

Search Columns

| Pay Date | Check Number | Gross Pay | Taxes | Deductions | Net Pay | Actions |
|------------|--------------|-----------|-------|------------|---------|------------------------------|
| 02/05/2021 | 49142 | \$ | \$ | \$ | \$ | View Paystub |
| 01/29/2021 | 47847 | \$ | \$ | \$ | \$ | View Paystub |
| 01/22/2021 | 46724 | \$ | \$ | \$ | \$ | View Paystub |
| 01/15/2021 | 45885 | \$ | \$ | \$ | \$ | View Paystub |
| 01/08/2021 | 44978 | \$ | \$ | \$ | \$ | View Paystub |

Viewing 1-5 of 5

Benefits Summary

Benefits - Here you'll find a listed summary of all elected benefits as well as their effective dates and total monthly premiums.

There may be additional tabs such as Flexible Spending, Retirement Summary and Dependents/Beneficiaries if applicable.

- 🏠 **Benefits** ▼
- Summary**
- 💰 Flexible Spending
- 📅 Retirement Summary
- 👤 Dependents/Beneficiaries
- 🏠 Benefits Enrollment

Home > Summary

Summary

| Plan | Type | Status | Section 125 | Effective Date | Coverage Start | Coverage End | Monthly Premium |
|---------------------------|----------|--------|-------------|----------------|----------------|--------------|-----------------|
| Blue Care 71 | EMPLOYEE | Active | Yes | 01/01/2021 | 01/01/2021 | None | \$400.77 |
| Life Insurance 25K | 25000.00 | Active | No | 01/01/2021 | 01/01/2021 | None | \$0.15 |
| METLIFE Accident Low Plan | EMPLOYEE | Active | Yes | 01/01/2021 | 01/01/2021 | None | \$6.52 |
| METLIFE Dental Low Plan | EMPLOYEE | Active | Yes | 01/01/2021 | 01/01/2021 | None | \$28.23 |
| MetLife Vision | EMPLOYEE | Active | Yes | 01/01/2021 | 01/01/2021 | None | \$6.88 |

- Personal ▼
- Employment Summary
- Personal Info
- Contact Info
- Address
- Emergency Contacts
- Veteran Status
- Driver's License
- Vehicles
- Vehicle Insurance Policies

Personal Information

Personal - All personal information about the employee documented by their employer for insurance, underwriting and emergency purposes. This information includes contact info, birthday, marital status, disabilities, drivers license, company vehicles issued, veteran status, and emergency contacts.

**This information may vary dependent on your company.*

Home > Personal Info

Personal Info

J

Name: Jane Employee

Birthdate: 07/01/1995

Age: 25

Gender: Female

Ethnicity: Two or More Races

Nickname

Marital Status

Date Married

Tobacco User

Disabled

Blind

Taxes

Taxes - Employees can view their Tax Withholding's as well as access and update their W2s and W4s and other important tax forms.

- Taxes ▼
- Tax Withholding
- W-2
- 1095-C

Home > Tax Withholding

Tax Withholding

Federal Tax

Additional Withholding (per paycheck)

Allowance

Filing Status

Multiple Jobs

Claim Dependents Credit

FL State Tax - Resident