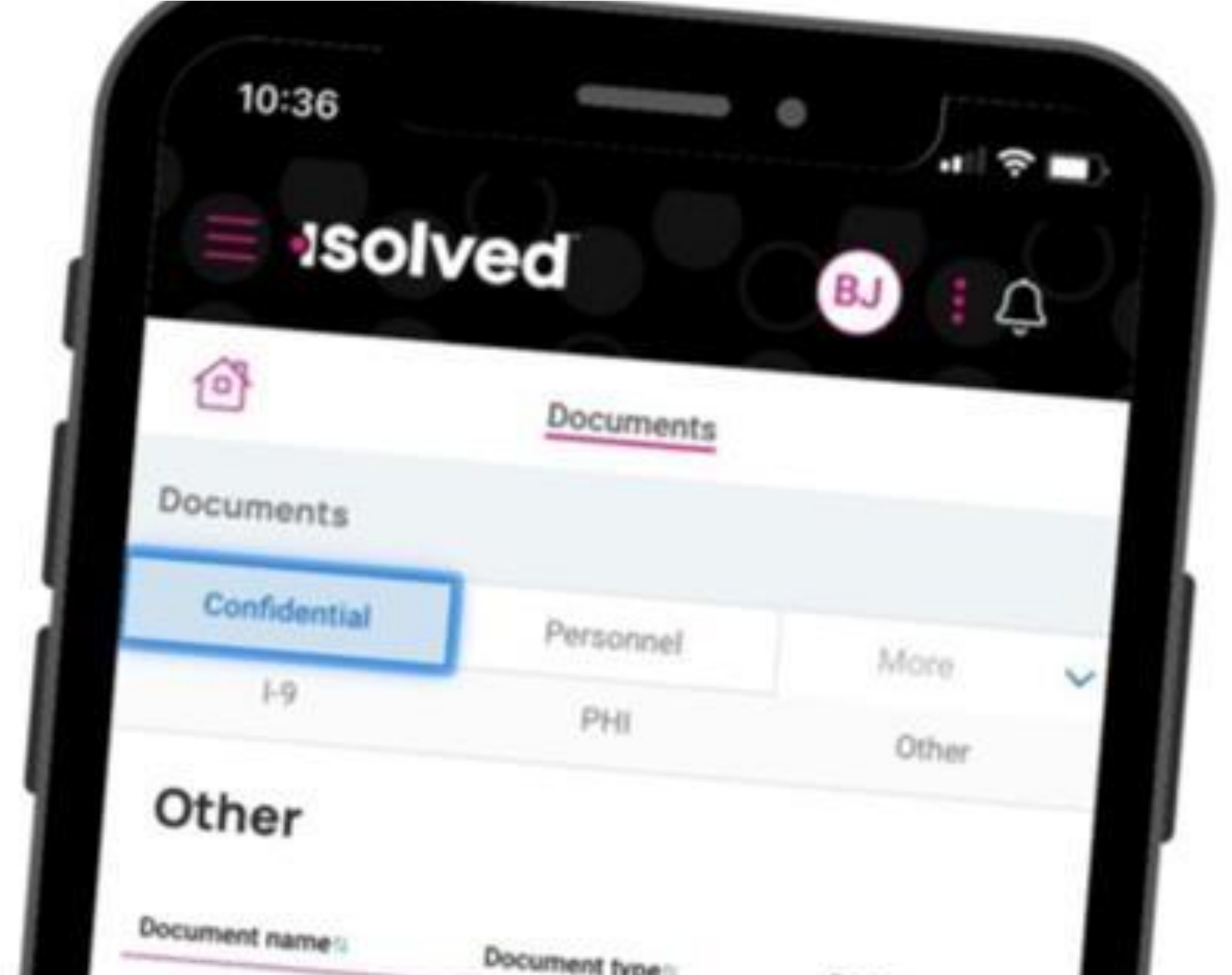




Ahola's Lunch and Learn Webinar Series: Employee Self-Service Platform

Thursday, March 20th @ 11:00 AM EST

AHOLA
HR SOLUTIONS | PAYROLL

Today's Presenter



Alec Brown

Learning & Development Specialist
Ahola Payroll & HR Solutions



Ahola Payroll & HR Solutions



Family-Owned Payroll & HR Services provider headquartered in Brecksville, Ohio with over 57 years of payroll, tax, and HR experience



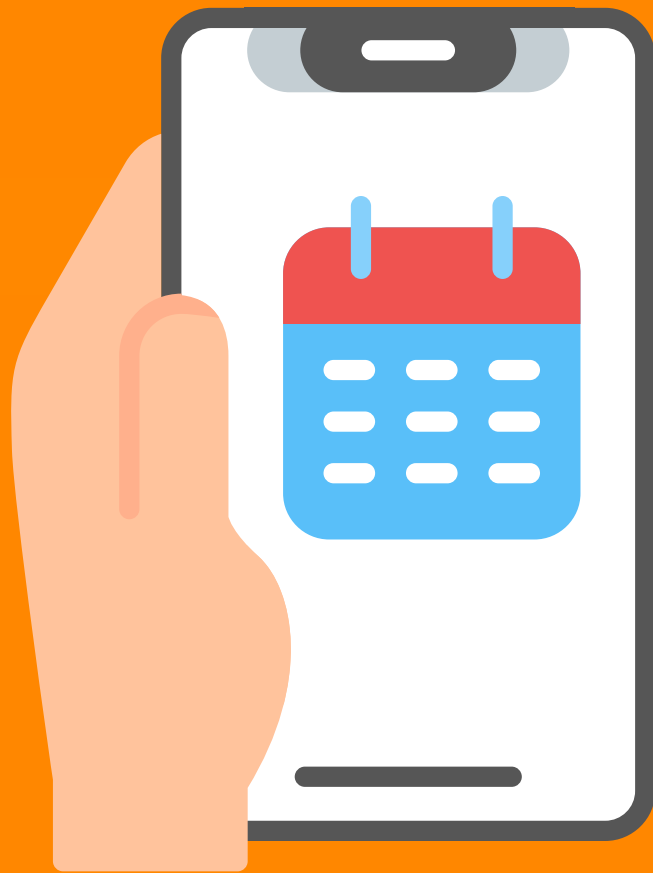
Processes over 60,000 payrolls annually, transmitting over \$4 billion in ACH funds for thousands of clients across the United States



Full range of Payroll and HR services and software as a Certified Partner of the isolved Network, an award-winning HCM software platform that serves 6 million employees nationwide

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Agenda



- **Employee Self-Service**

- Clocking In and Out
- Submitting Missed Punches
- Requesting Time Off
- Changing Direct Deposit Information
- Benefit Elections
- W2 Retrieval

What is Employee Self-Service?



- Ability to view and update personal information
- Access resources related to HR
- Perform administrative tasks
- A personalized portal for managing personal information

What is there to like?



Personal Information Management



Payroll and Compensation



Benefits Enrollment



Time Tracking



Time Off Requests

How Does It Work?

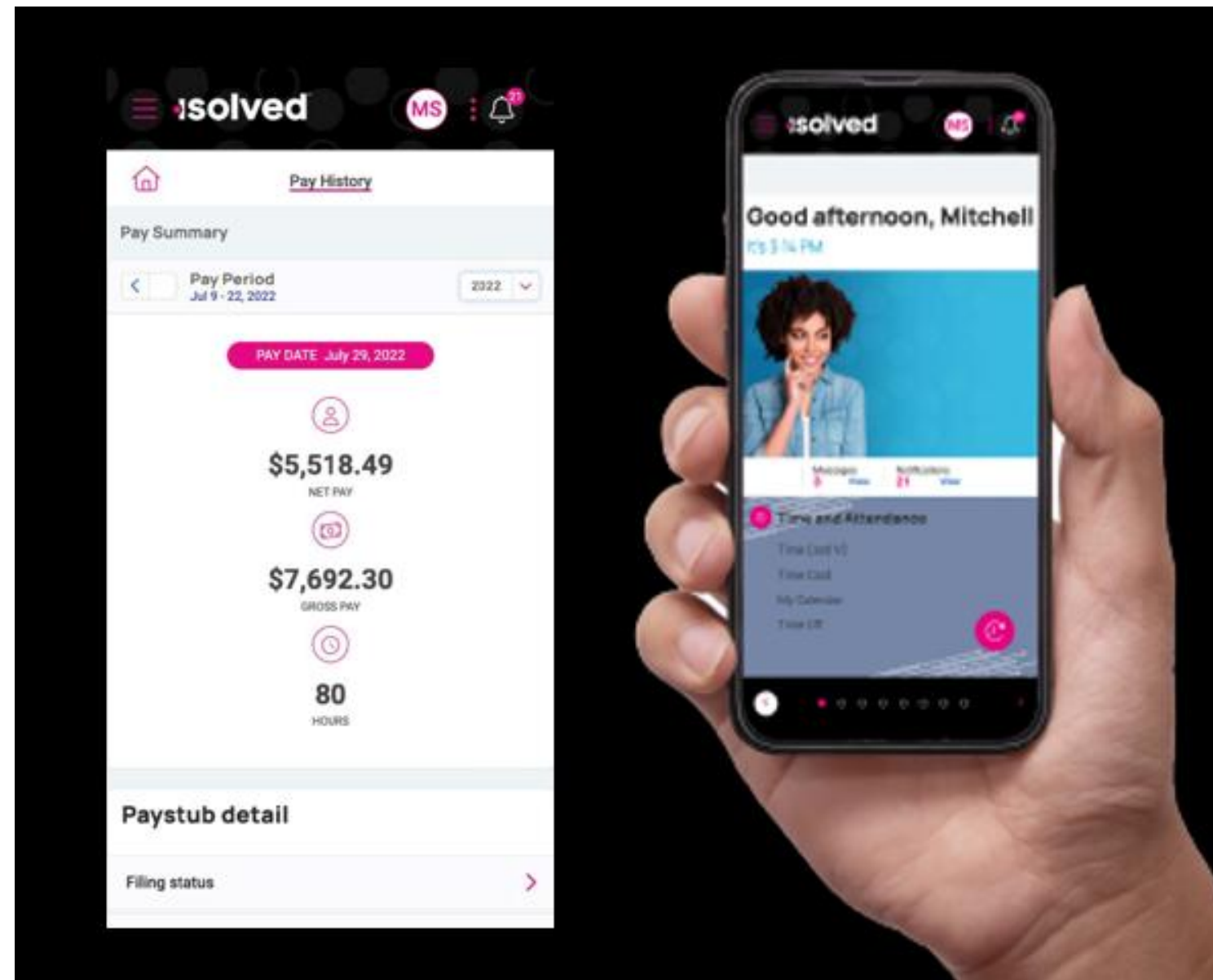


- Each employee has a unique login for their individual ESS account.
- They can access the system at any time, even outside of work hours.
- ESS streamlines processes, reduces paperwork, and empowers employees to manage their HR-related tasks

ESS is all about convenience and efficiency, making HR processes smoother for both employees and organizations.



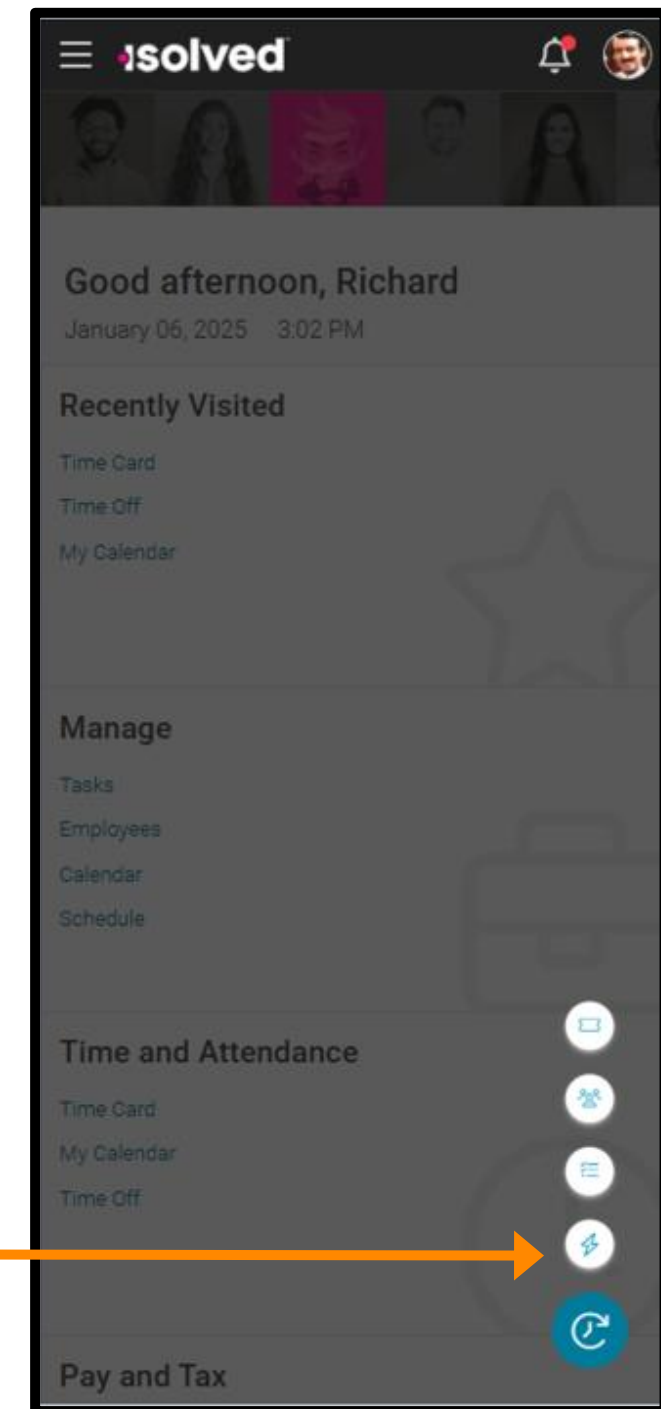
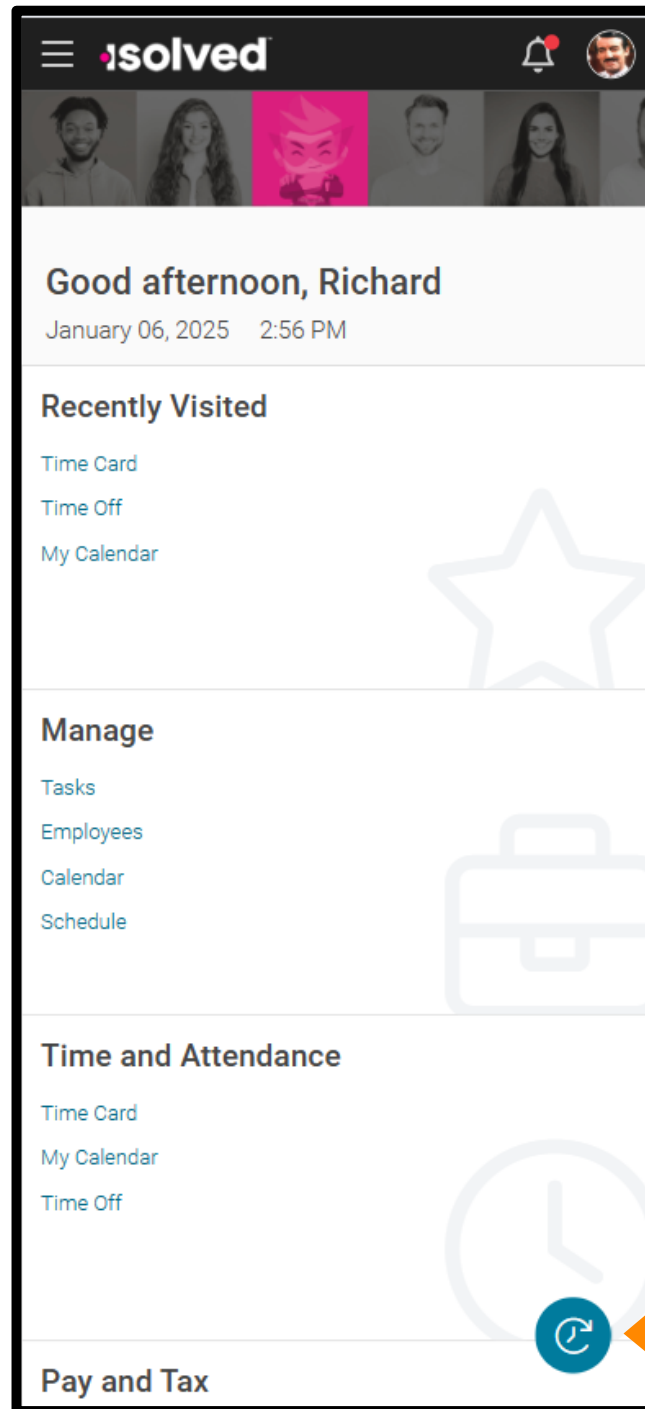
Clocking In and Out Using a Computer, Tablet, or Smartphone



Welcome Screen

Easy to read tiles containing areas where tasks can be completed

Clock in and out directly from the screen

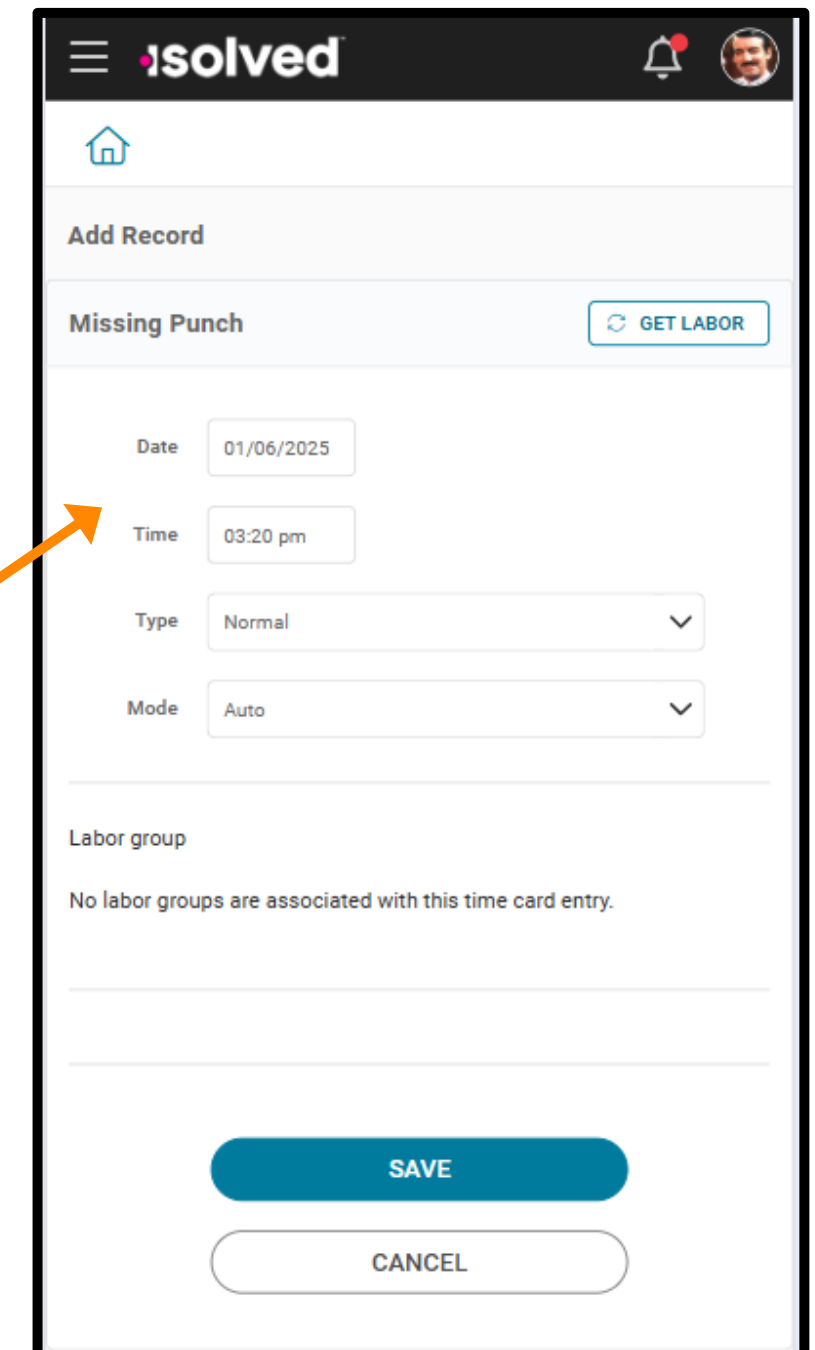
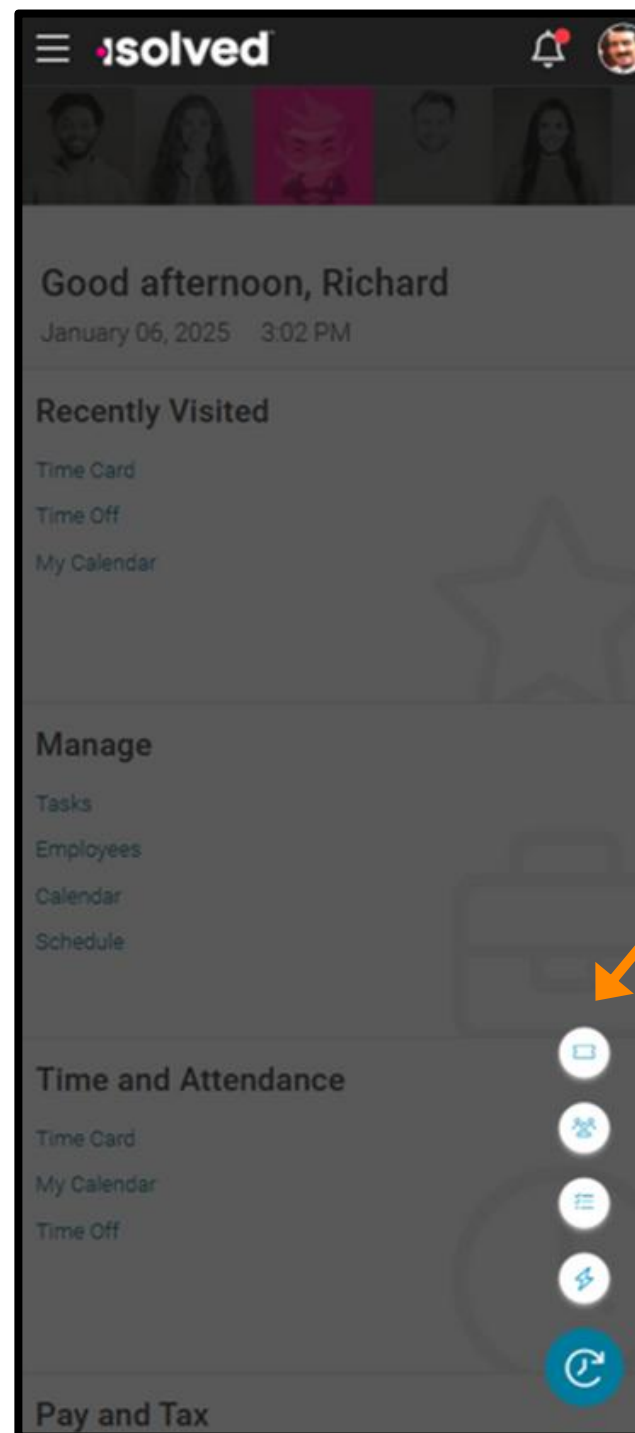


Submitting Missing Punches

Employees can submit missing punches through the app.

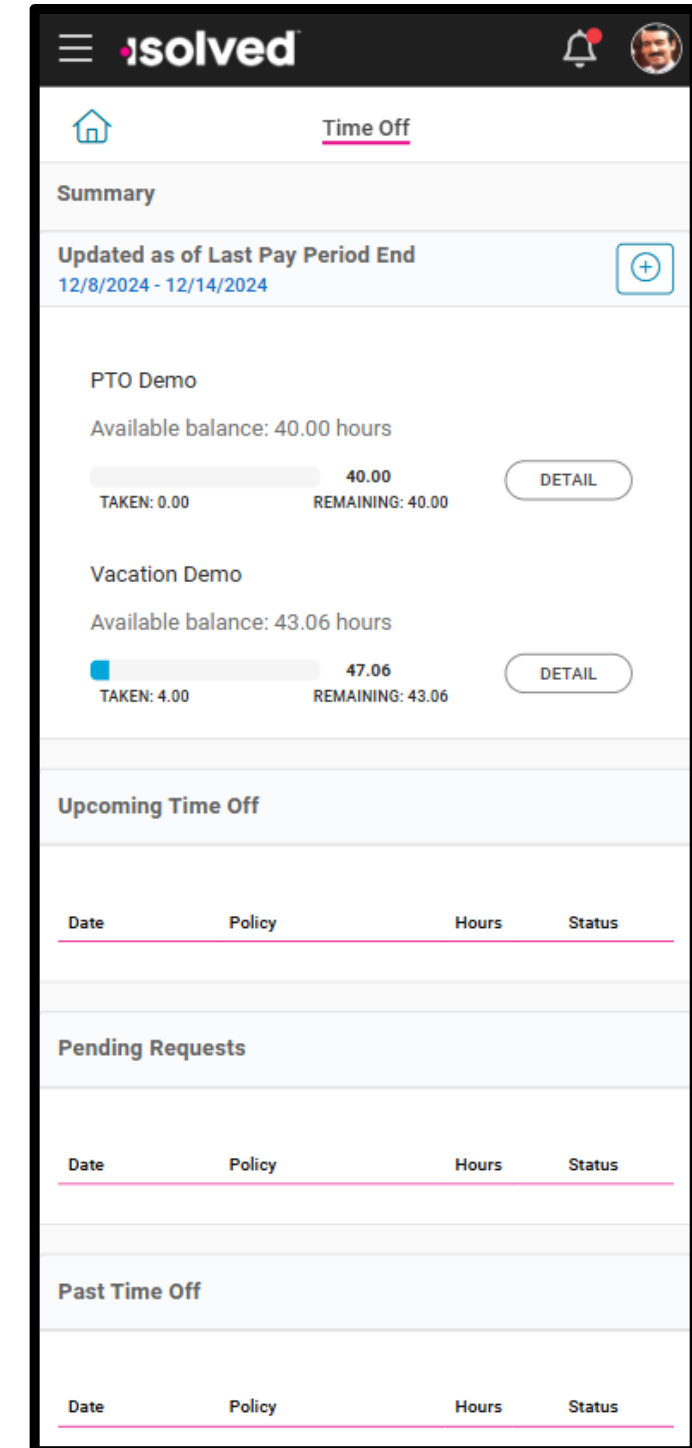
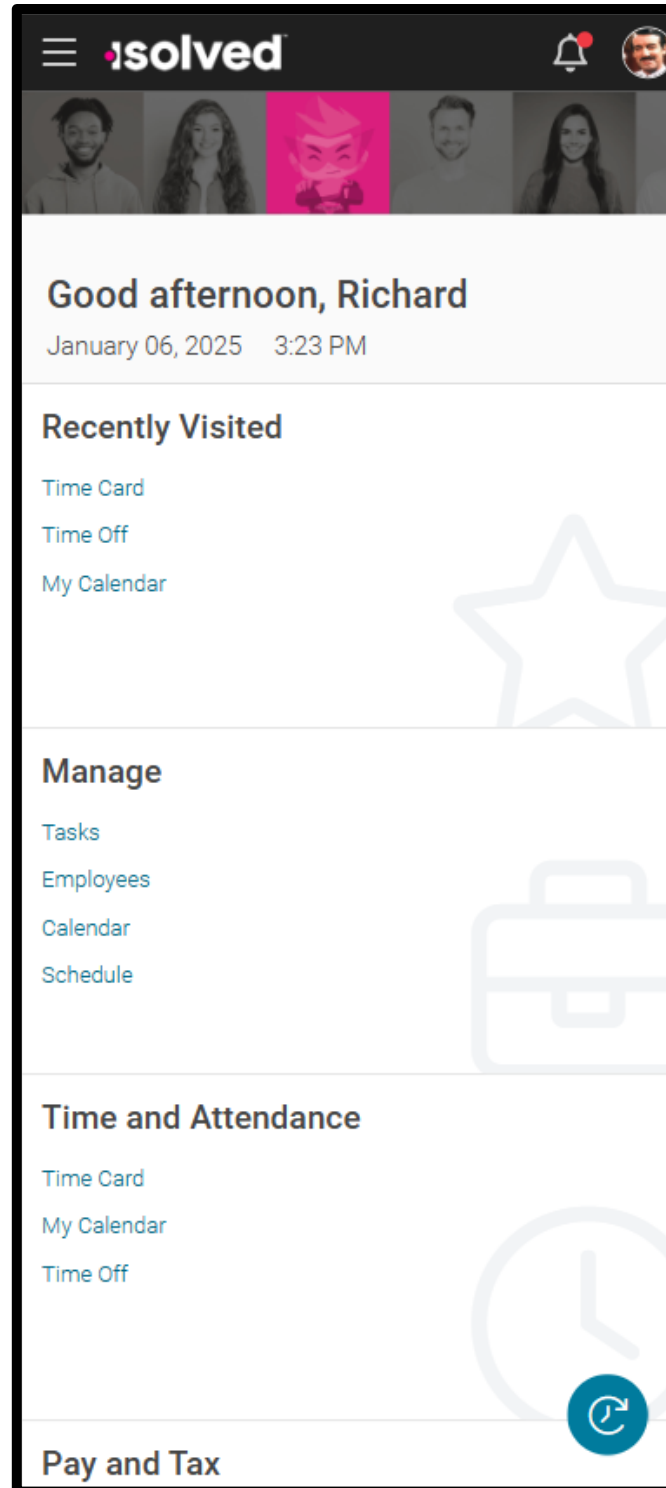
1. Click the **Missing Punch** icon.
2. Enter the corrected time and date.
3. Click **Save**.

A notification will be sent to the supervisor or manager upon submission.



Requesting Time Off

- Able to request time off directly through the app.
- Employees can see their Vacation, PTO, and Sick time balances.
- Keep track of time off already taken and approved.



Requesting Time Off (continued)

- Pick the time-off policy.
- Enter the requested dates.
- Click **Submit**.

isolved

Time Off

Create New

Time Off Request

Policy: Select

Jury Duty

PTO

Sick Time

Vacation

From: select date

To: select date

Requested days off: Su, M, T, W, Th, F, S, Select all

Start time:

Hours per day:

Total requested: hours

Notes:

SUBMIT

isolved

Time Off

Create New

Time Off Request

Policy: Vacation

Available hours: 43.06

After request: 43.06

From: select date

To: select date

Requested days off: Su, M, T, W, Th, F, S, Select all

Start time:

Hours per day: 8

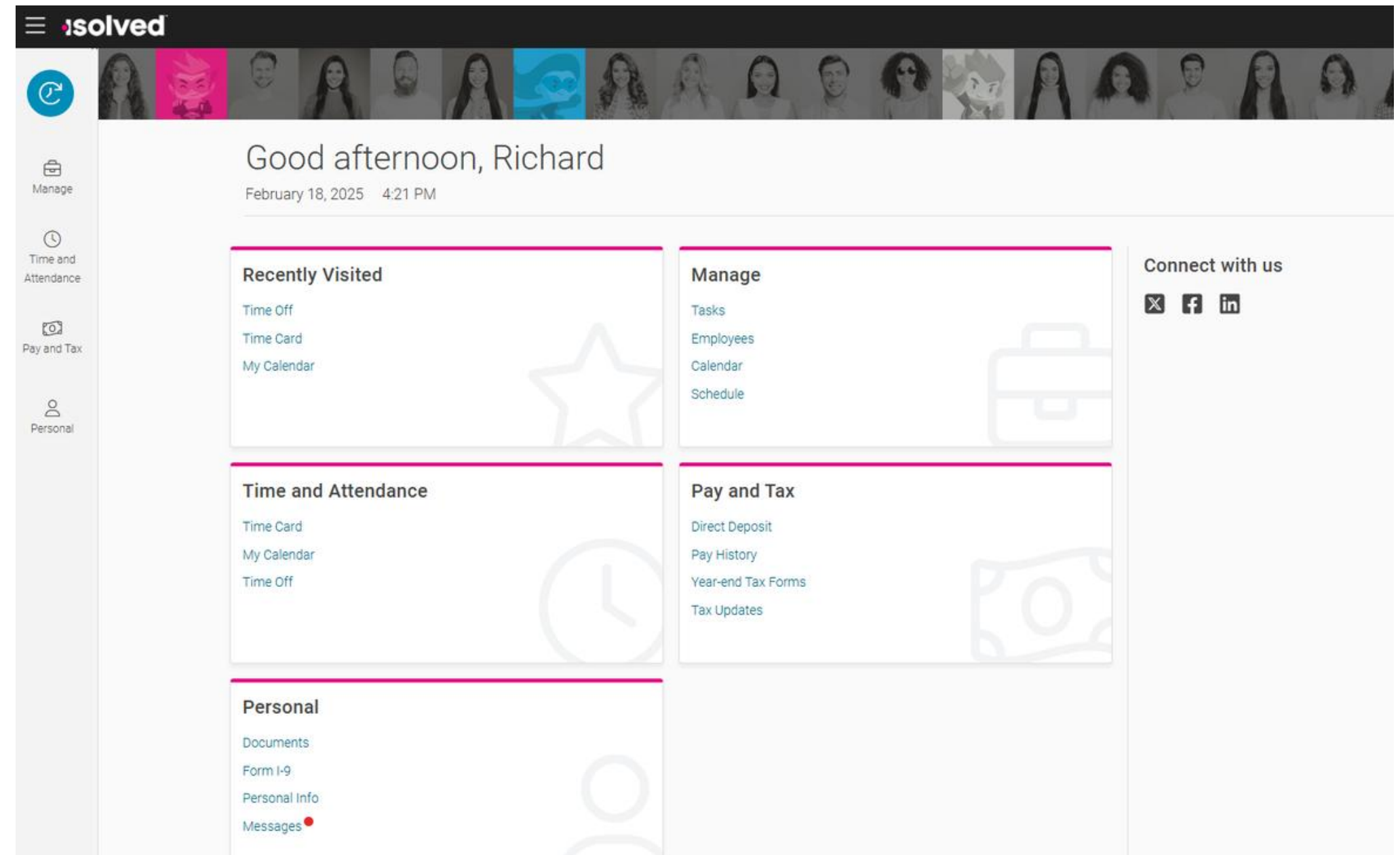
Total requested: hours

Notes:

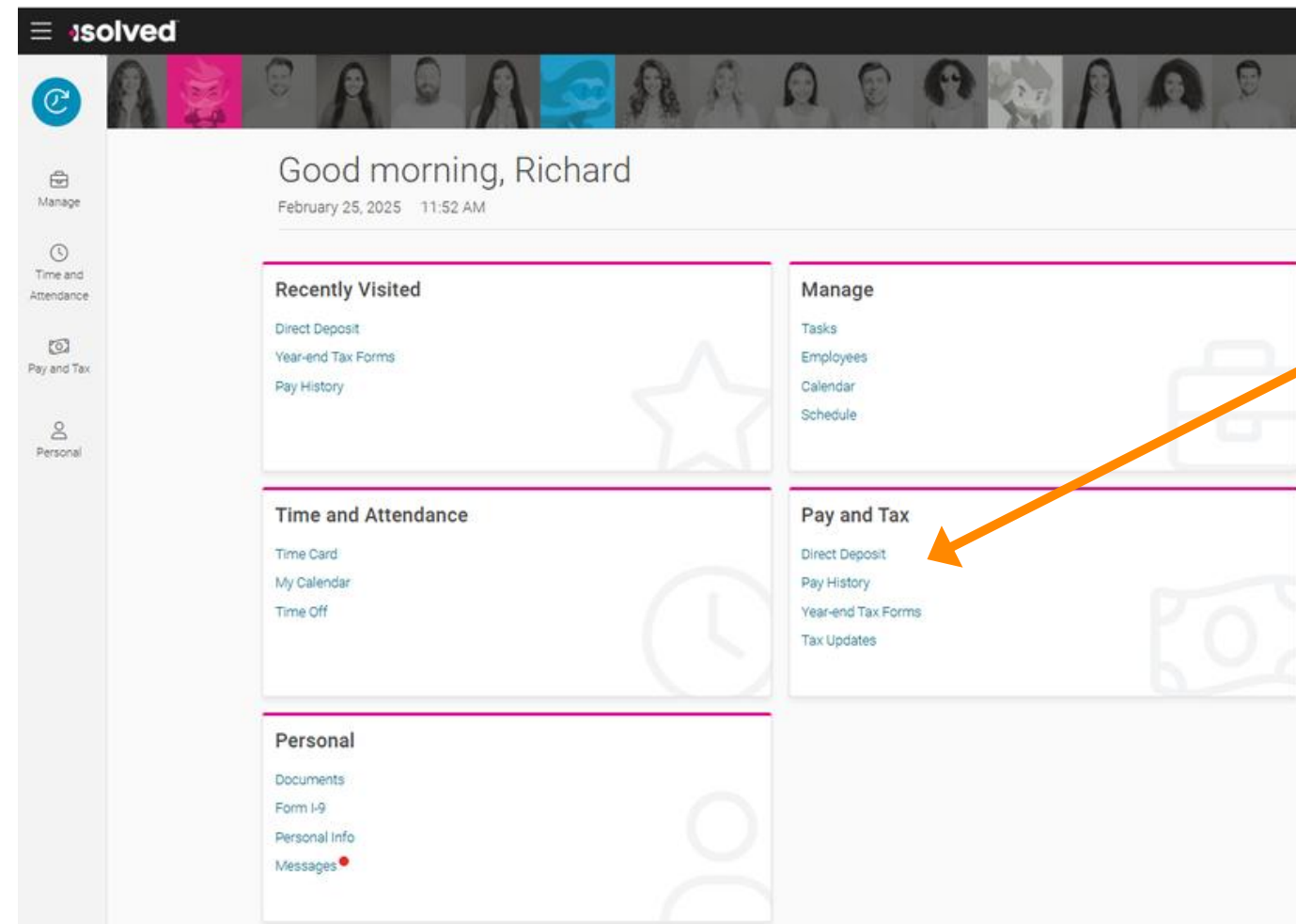
SUBMIT

Computer

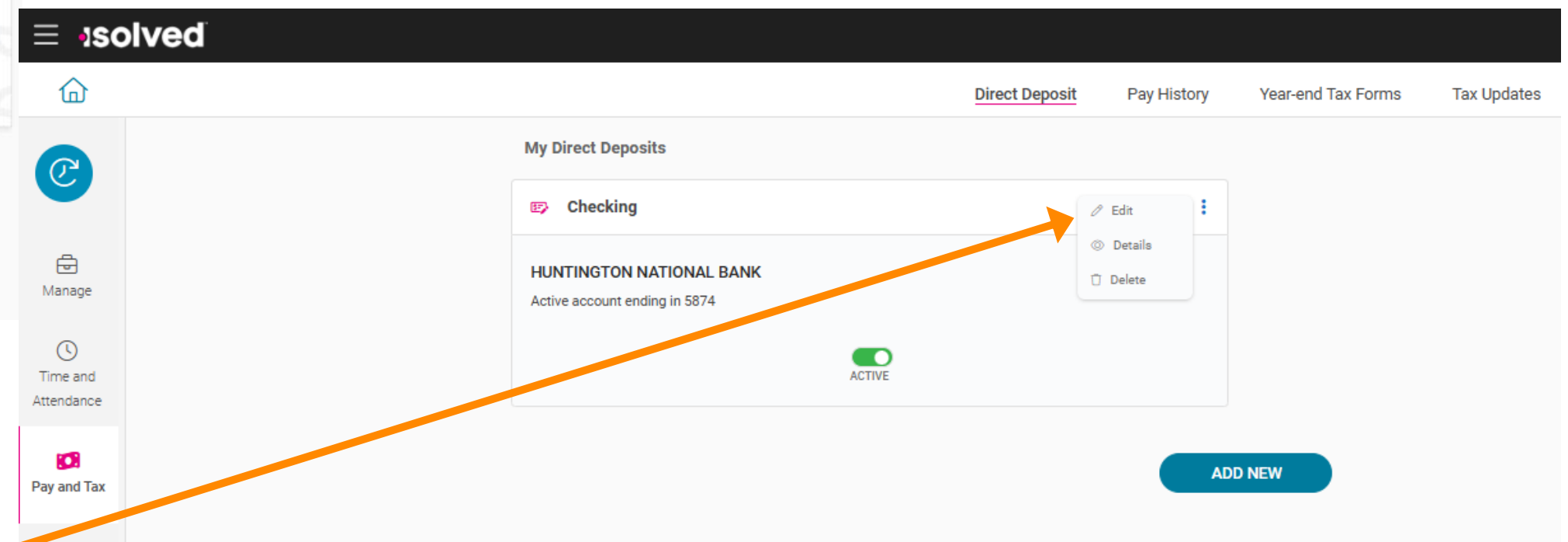
- The main difference is that the Clock In and Out button is now in the top left corner of the screen.
- The functions of this button remain the same as in the Tablet or Smartphone view.
- Missing punches and time-off requests are completed using the same functions as the Smartphone view.



Amending Direct Deposit Information



- Tap **Direct Deposit** from the Pay and Tax tile.



- Click the ellipsis in the top right corner and select **Edit** to amend any existing direct deposit information.

Amending Direct Deposit Information (continued)

- To add a new Account, Click or tap **Add New**

My Direct Deposits

Checking

HUNTINGTON NATIONAL BANK
Active account ending in 5874

ACTIVE

ADD NEW

- Complete all the boxes with the relevant new account information
- Once complete, Click or tap **Save**

Add Direct Deposit

Your Deposit Information

Bank details

All fields are required unless marked optional

Routing number: Enter 9 digits

Account number:

Account type: Select

Description (optional): Description

Deposit details

Any remaining net pay may be issued by paper check

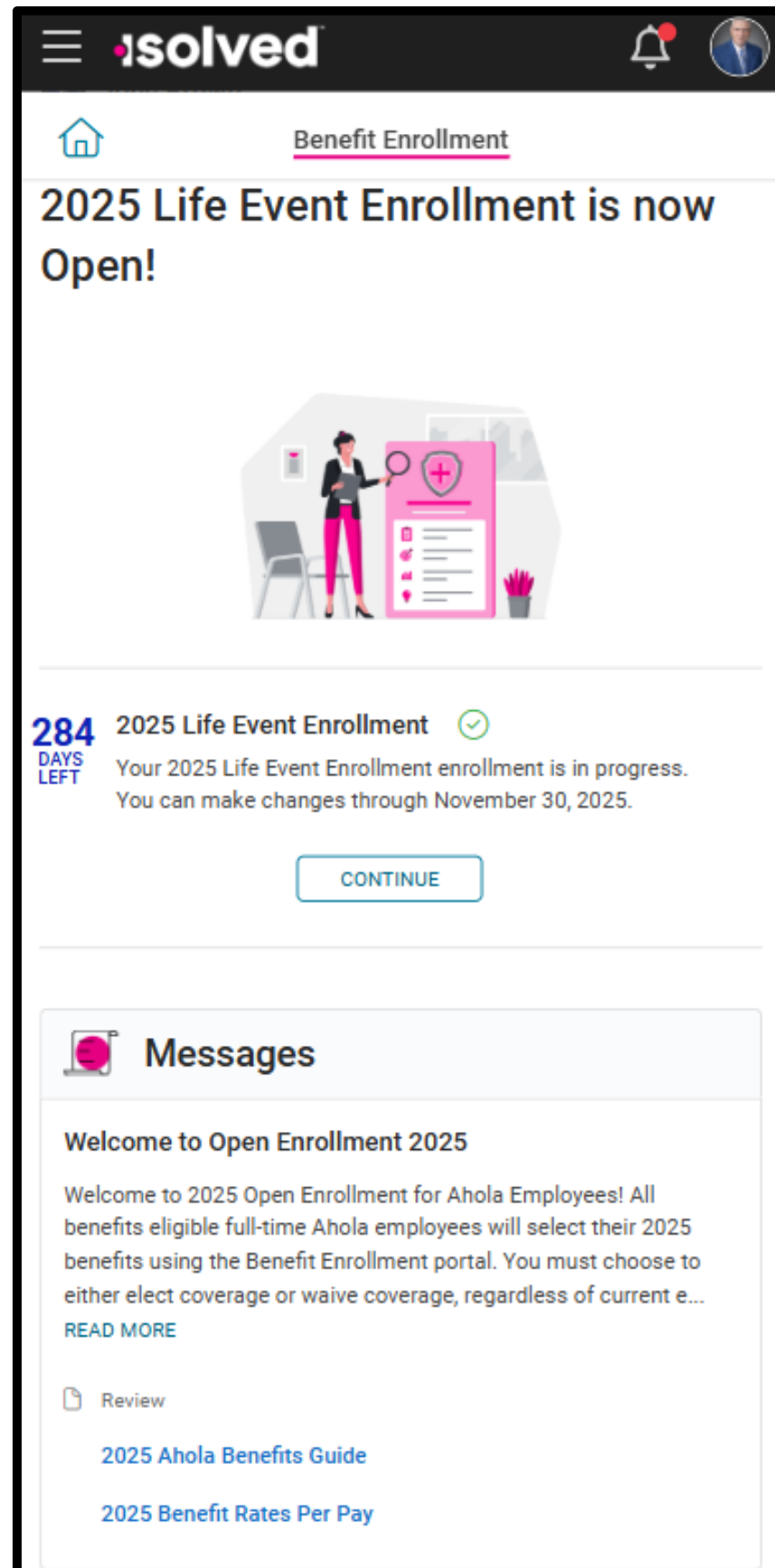
Distribution details

☐ Flat dollar amount

☐ Percentage of net pay

Frequency: Every Pay

SOURCE SAVE

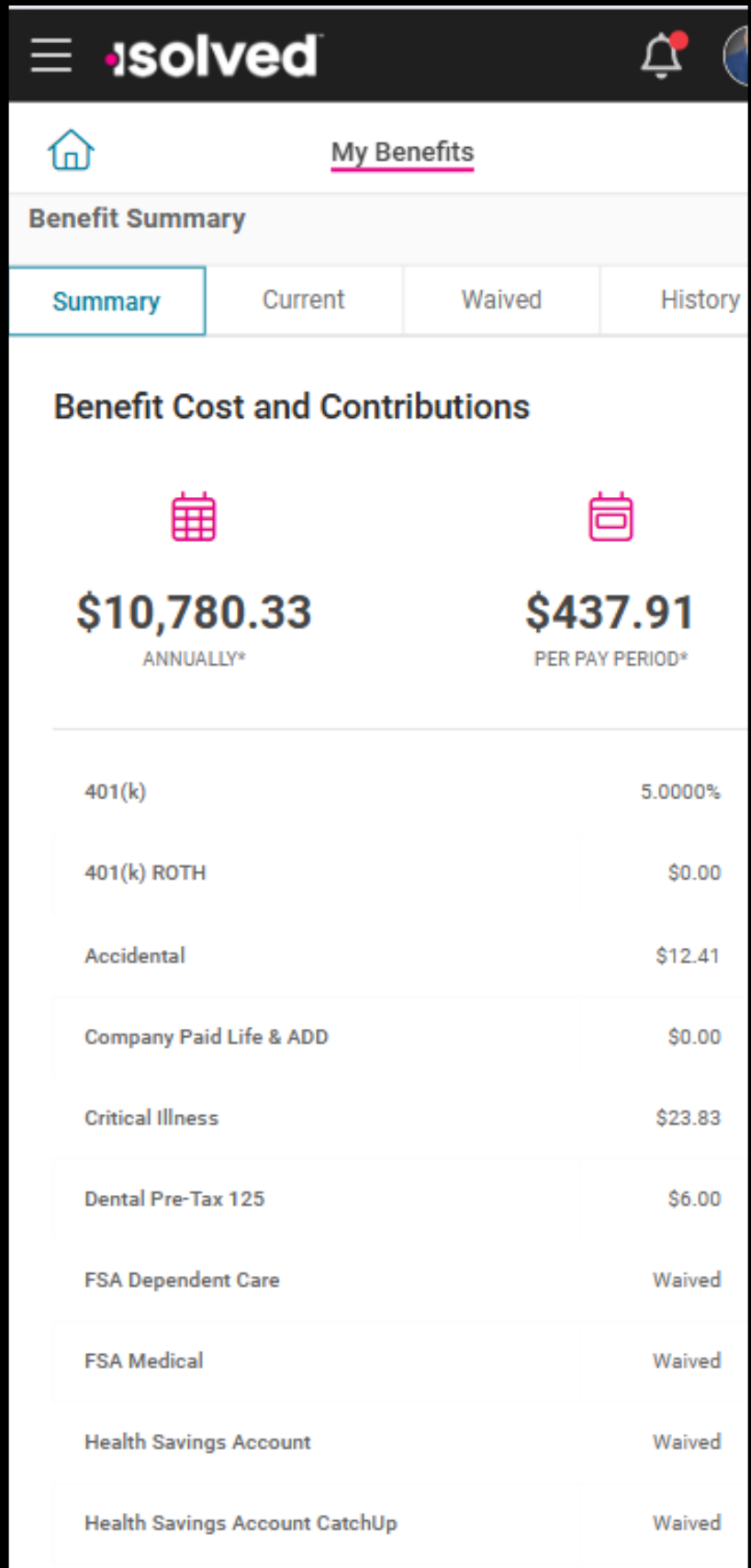


Benefits

- Complete your Annual Benefit Enrollment on the Mobile App.
- Using the Mobile App, make Life Event changes.

Contributions

- Check your Benefit allocations and how much it's costing you!
- See which Benefits you waived during enrollment.



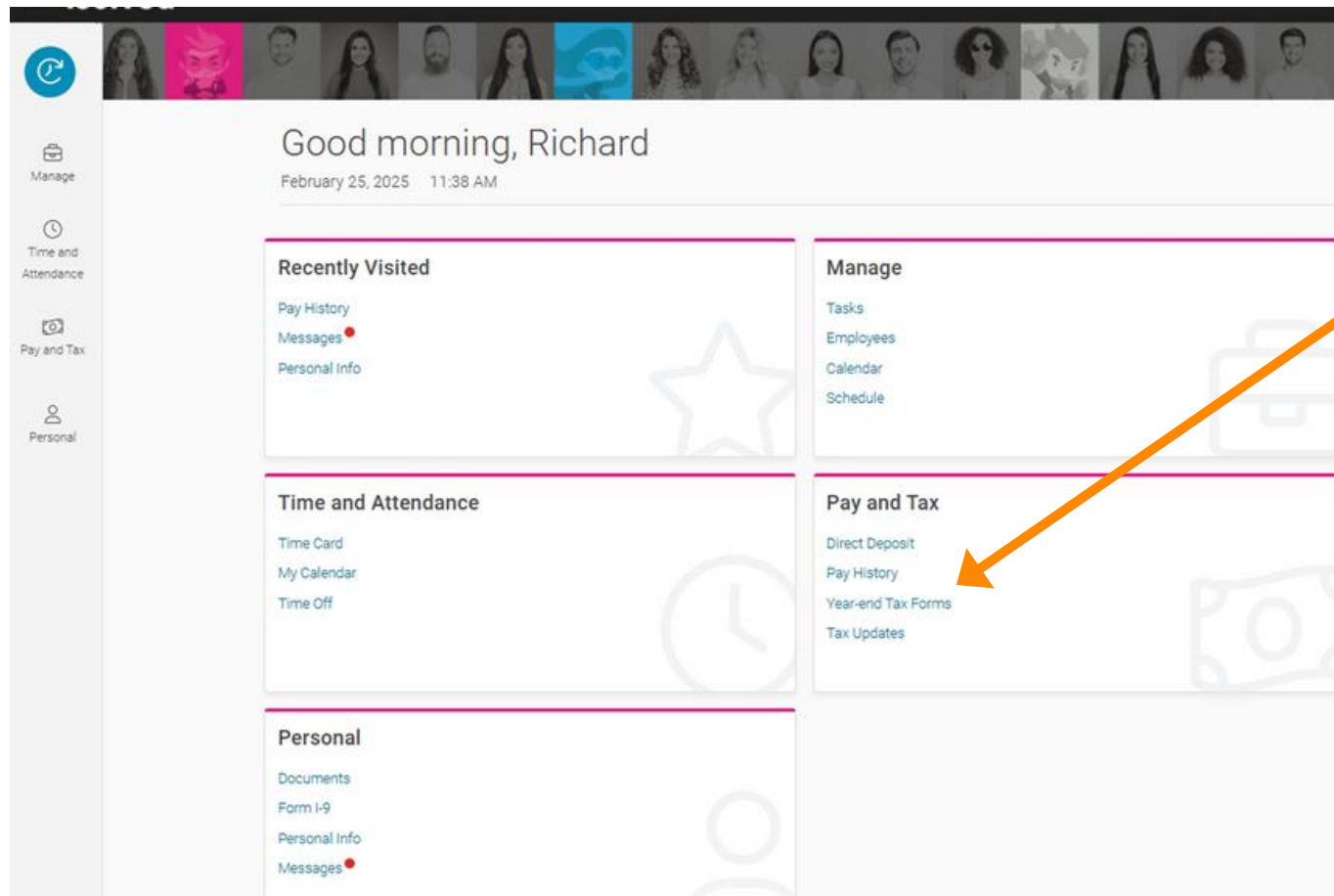
Benefit Cost and Contributions	
 \$10,780.33 ANNUALLY*	 \$437.91 PER PAY PERIOD*
401(k)	5.0000%
401(k) ROTH	\$0.00
Accidental	\$12.41
Company Paid Life & ADD	\$0.00
Critical Illness	\$23.83
Dental Pre-Tax 125	\$6.00
FSA Dependent Care	Waived
FSA Medical	Waived
Health Savings Account	Waived
Health Savings Account CatchUp	Waived

Benefits Recap

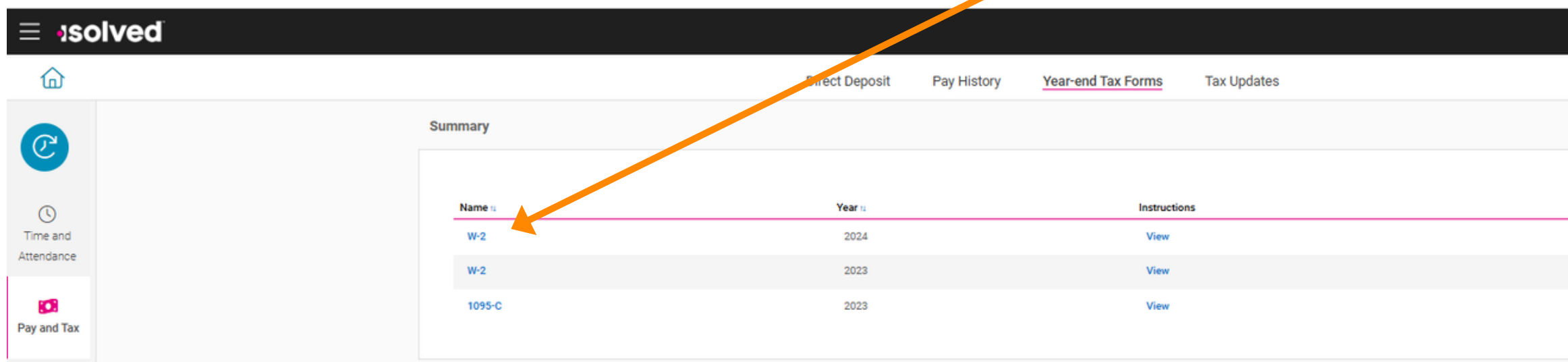
- **Efficiency:** Streamlines administrative tasks
- **Time-Saving:** Reduces the need for manual processes
- **Empowerment:** Gives employees control over their personal information

Retrieving W2 Information

- From the Home Screen, tap **Year-end Tax Forms** under the Pay and Tax tile



- Click **W2** for the year to download
- The relevant W2 will be downloaded for your Employee



Thank you!



Alec Brown

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