

Employee Overview of IOI's **Employee Self Service** Product

Accessing **Employee Self Service**:

1. Go to <http://www.ioipay.com/>
2. Click on the **Employee Self Service** logo in the **Client Login** area on the left side of the page. If you wish to bookmark the Login page for future use, save the following address using the Internet toolbar selection Favorites/Add to Favorites: <https://secure.ioipay.com/selfservice/ssalicgi.exe>
3. If you are accessing **Employee Self Service** for the first time, please click on the **New User?** link at the bottom of the **Login** page and follow the instructions. You must have a copy of a recent pay stub to set up a new **User ID**.
 - Enter a desired **User ID** and **Password** following the guidelines on the **Registration** screen.
 - For additional fields, you will need the following information from your check stub:
 - **Division** (check stub example below shows KARE1)
 - **File Number** (example: 000000002)
 - **Last 4 digits of your SS#** (example: 4321)
 - **Email Address** (example: yourname@abcinternet.com)

TEST COMPANY	DIV/LOC	KARE1	EMPL FILE#	000000002	MARRIED	CHECK NUMBER	0000822
BARB BUNCH	DEPT NO	0100	FEDERAL EX	2		CHECK DATE	12/24/2004
123 Blaisdell Court	EMPL NO	000000002	STATE EX	2		PERIOD ENDING	12/20/2004
Fort Wayne IN 46805	SSNO	987-65-4321	PAYROLL NO	2004-003-01	R-001		

4. Press the **Register** button when finished. If your **User ID/Password** are saved successfully, the message "**Your registration has been submitted**" appears on the screen; click **OK** to continue. Another message will appear indicating that "**Your employer must approve the login before you can begin using it...**". Read the entire message and click **OK** to continue.
5. Notify your company's Administrator that you have set up your **User ID/Password**. They will then inform you once your Login has been verified and approved for your use.
6. Once your Login is approved for use, go to the **Login** screen and enter your **User ID** and **Password**, then press the **Log In** button.

Viewing/Printing your past paycheck information:

1. Login to ESS (Employee self-service station) <https://secure.ioipay.com/selfservice/ssalicgi.exe>
2. Click on the **Check Stubs** link on the left side of the screen.
3. Choose a **Year** from the pull down box and press the **Select Year** button.
 - If checks are retrieved for the year entered, click on the arrow on the right side of the **Check** pull down box to select the check you wish to view/print.
 - Checks are shown in this list in the following format: **MM/DD/YYYY** (i.e., **05/01/2009** would be check date May 1, 2009).
4. The **Check Stubs** screen shows the specific information on your check stub:
 - Gross Wages & Net Pay
 - Earnings: Code/Description, Current & YTD Hours, Rate, Current & YTD Amt.
 - Deductions: Lists all Deductions by Deduction Code, shows Current & YTD Deduction Amounts and Amounts in Arrears
 - Taxes: Description/State/Locality, Current & YTD Tax withheld, Current & YTD Taxable
 - Direct Deposits: Direct Deposit Type, Current & YTD Amounts deposited to each Account Type (C or S), Account / ABA# (if applicable or set to display).
5. To print a copy of your pay stub (which is formatted to look like your actual pay stub), press the **View Check Stub** button at the lower right side of the screen. A PDF showing the information for the check will appear in a separate browser window.

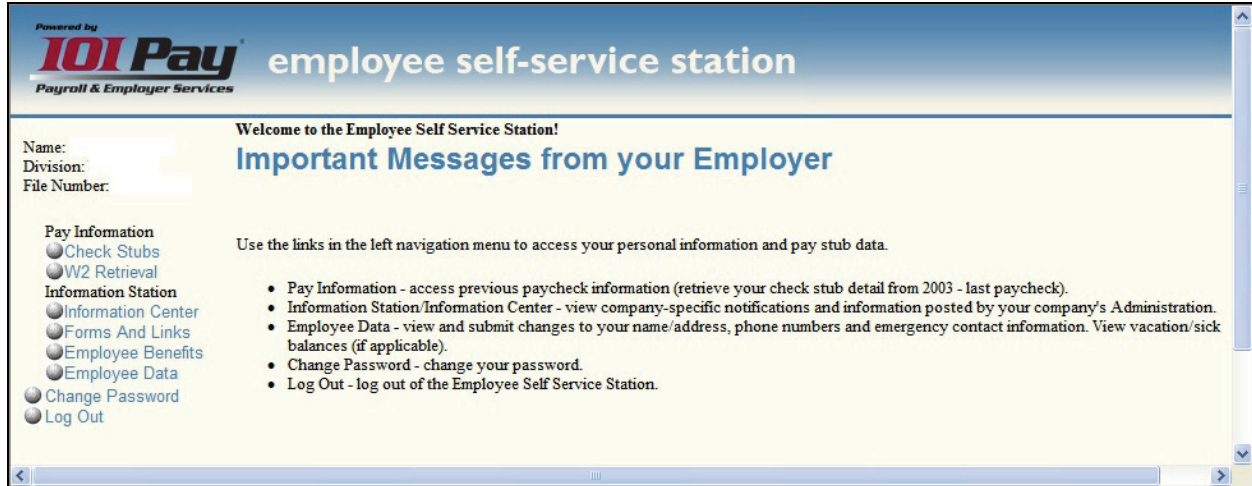
Note: Adobe Acrobat Reader, or another PDF reader, is required for this process.

Note: Please disable any pop-up blockers or the PDF will be blocked from opening automatically.

Adobe Acrobat Reader allows the following operations:

- **Print** – Use the controls within Adobe Acrobat Reader (**File/Print**) to print the paycheck information.
 - **Save** – Use the **File/Save As...** feature within Adobe Acrobat Reader
 - **Email** – Use the **File/Send/Page by E-mail** functionality within Adobe Acrobat Reader.
6. Remember to close the PDF window(s) and **Log Out** when finished to prevent others from viewing your information.

Employee Self Service Menu Features:



- **Pay Information** – access previous paycheck information. **Note:** Popup blockers must be disabled and a PDF viewer must be installed on your PC.
 - **Check Stubs** – view or print your check stub detail from 2003 - last paycheck.
 - **W2 Retrieval** – view or print past W(2)s.
- **Information Station/Information Center** – view company specific notifications posted by your company's Administration.
 - **Forms and Links** – (optional) view company posted forms (PDF) and links (e.g., external web links)
 - **Employee Benefits** – view a listing of your benefits (e.g., medical/dental coverage)
 - **Employee Data** – view and submit changes to name/address, phone numbers and emergency contact information. View vacation/sick balances (if applicable).
- **Change Password** – change your password.
- **Log Out** – log out of the employee self-service station.

Viewing/Changing your information:

1. Login to ESS (Employee self-service station) <https://secure.ioipay.com/selfservice/ssalicgi.exe>
2. Click on the **Employee Data** link on the left side of the screen.
3. Enter any needed changes and click on the **Request Changes** button at the bottom of the screen.
4. Remember to **Log Out** when finished to prevent others from viewing your information.