



# Employee Self-Service Within Our Cloud-Based Solution Orange

Everything you need in front of you with employee self-service. Stay informed with all the critical information you need right at your finger tips.

## Open Enrollment

Enroll for benefits online from the comfort of your home



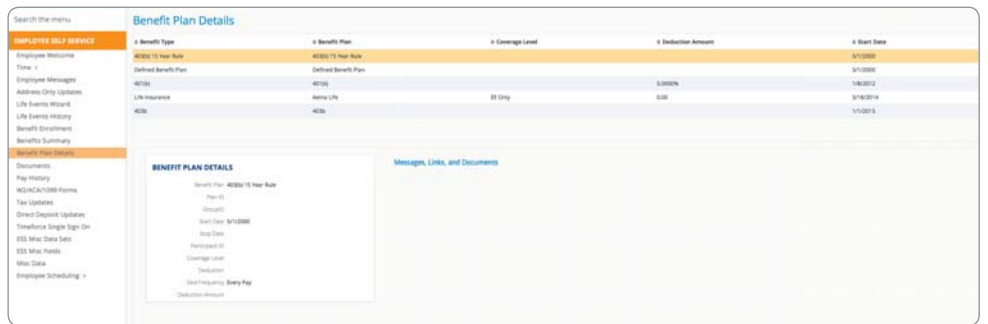
## Benefits Summary

View Current Benefit Summary



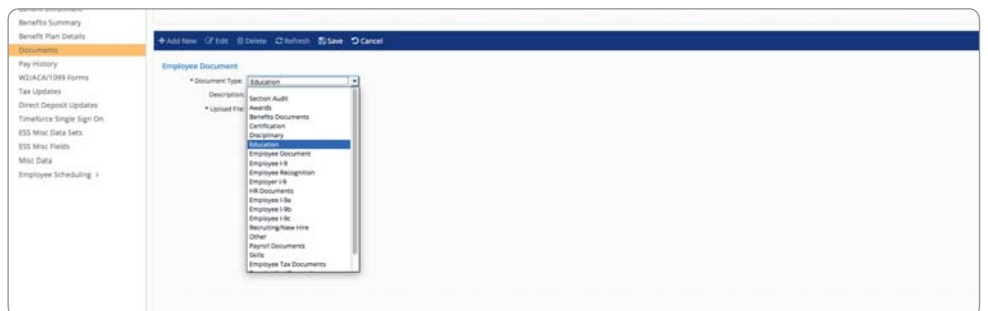
## Benefits Details

View benefit plans and deduction amounts



## Documents

Upload updated W-4 or signed documents directly to HR



iSolved Network  
Certified Partner

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## Time Off Balances

View current PTO balances and time taken



**Time Off Balances**

**Leave Type: FMLA**  
FMLA - No Accrual - Balance Only

Actual Rate: 480.00 Current Accrued: 0.00 Current Taken: 0.00  
 Current Balance: 480.00 YTD Accrued: 0.00 YTD Taken: 0.00  
 Carrying Balance: 0.00 Pending Taken: 0.00

**Leave Type: Sick**  
Sick - No Accrual - Balance Only

Actual Rate: 36.00 Current Accrued: 0.00 Current Taken: 0.00  
 Current Balance: 0.00 YTD Accrued: 0.00 YTD Taken: 0.00  
 Carrying Balance: 0.00 Pending Taken: 0.00

## Tax Updates

Manage your federal and state W-4 updates



**Tax Updates**

**Federal Income Tax**

Filing Status: Single Tax Description: DETROIT  
 Exemptions: 1 Block Tax: No  
 Additional \$: Dollars

**MI State Income Tax (Residence)**

Tax Description: MICHIGAN MI  
 Filing Status: Single Block Tax: No  
 Exemptions: 1 Additional \$: Dollars  
 ADD Exemptions: Dollars  
 Alternate Calculation: No

## Pay History

View and print previous pay stubs



**Pay History**

Check Date	Gross Pay	Total Hours	Net Pay	Check Amount	Description	PS Run #
3/23/2014	70.00	0.00	0.00	3500790	Regular Check	209
3/26/2014	860.00	80.00	605.17	7953	Regular Check	208
3/29/2014	733.00	44.00	443.00	7939	Regular Check	204
4/2/2014	860.00	80.00	608.39	7742	Regular Check	248
4/2/2014	860.00	80.00	609.39	7690	Regular Check	244
3/1/2015	1000.00	90.00	693.01	5030	Regular Check	540

**View Print Pay Stub**

Check Type	Check Date	Regular Check	Gross Pay	Hours	Net Pay	Check Amount
Regular	3/23/2014	70.00	0.00	0.00	0.00	3500790
Regular	3/26/2014	860.00	80.00	605.17	7953	7953
Regular	3/29/2014	733.00	44.00	443.00	7939	7939
Regular	4/2/2014	860.00	80.00	608.39	7742	7742
Regular	4/2/2014	860.00	80.00	609.39	7690	7690
Regular	3/1/2015	1000.00	90.00	693.01	5030	5030

## W-2s

View prior year W-2s



**W2/JCA/1099 Forms**

YEAR 2015: View PDF  
 YEAR 2014: View PDF  
 YEAR 2013: View PDF  
 YEAR 2012: View PDF

## Name/Address Updates

Manage your personal information electronically



**Name/Address Updates**

**Employee Name**

\* First Name: [Text Field]  
 Middle Name: [Text Field]  
 \* Last Name: [Text Field]  
 Suffix: [Text Field]

**Employee Address**

A change of address may cause a change in taxes.

Address: [Text Field]  
 City: [Text Field]  
 State: [Dropdown Menu]  
 Zip Code: [Text Field]  
 Marital Status: [Dropdown Menu]

Access anywhere, anytime.

For more information, call us at **201.712.1157** or visit us at **balancepointpayroll.com**