

# Employee Self Service – By Balance Point Payroll

From: [www.balancepointpayroll.com/employeeselfservice.htm](http://www.balancepointpayroll.com/employeeselfservice.htm)

Click on


- If this is your first time using self service, you will need a copy of your last check stub.
- Click on Register.

**BALANCE POINT**  
The Next Level of Payroll Solutions

**Secure Login**

User Name

Password

 **Log In**

**Register / Restore Login**

Information is protected by 128 bit SSL encryption.  
Acrobat Reader is required to view pay statements

Get Adobe Reader



# BALANCE POINT

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You will need the following info from a current pay stub:

1. Company Code.
2. Check Number. (Please include the dash if there is one)
3. Your Current Gross Earnings.

Additionally, You will need to enter your social security number **without the dashes.**

**Secure Login**  
Register / Restore Login

**Pay statement information**

Company S614

SSN ●●●●●●●●

Check Number 650

Current Total Earnings 1350

**Create new login**

User Name wbonds

Password ●●●●●●●●

Confirm Password ●●●●●●●●

Calculate 6 + 19 = 25

**Register**

## William Bonds

Company S614  
 Number 7  
 Social Security #  
 Hire Date 10/16/2003

Period Begin 3/1/2009  
 Period End 3/7/2009  
 Check Date 3/13/2009  
 Check Number 650

Division  
 Branch  
 Department 101  
 Team

## Truckmasters Corp

Fed OR 0%, CT OR 10%  
 Personal 5.000000-1.250000=3.750000 Days  
 Sick 7.500000-0.000000=7.500000 Days  
 Vacation 9.500000-0.375000=9.125000 Days  
 D26 Balance Paid \$1700.00

### Earnings

Description	Location / Job	Rate	Hours	Current	Year To Date
Salary		99.00	0.00	1350.00	8100.00
<b>Total Earnings</b>			0.00	1350.00	8100.00

### Deductions

Description	Current	Year To Date
Fed (M/6) (825.00)		0.00
OASDI (870.00)	53.94	323.64
Medicare (870.00)	12.62	75.72
NJ (C /4) (0.00)	200.00	1200.00
CT (A /0) (825.00)	82.50	495.00
NJ-EE SDI(1350.00)	6.75	40.50
NJ-EE SWF - Use WF Dev / SWF Combined(1350.00)	0.57	3.42
NJ-EE-SUI(1350.00)	5.16	30.96
Deduction	240.00	1440.00
401k	45.00	270.00
Horizon Medical	480.00	2880.00
<b>Total Deductions</b>	1126.54	6759.24

### NET PAY

223.46

### Total Direct Deposits

0.00

### Check Amount

223.46

1340.76



• Welcome, **wbonds**

**Main Menu**

**Pay Statements**

**W2 / 1099 Forms**

**Employee Info.**

**Paid Time Off**

**Services**

**Links**

• [Balance Point Payroll](#)

**Message Board**

- [Holiday Party Next Week!!!](#)
- [Please Welcome Bill Johnson, our newest addition to the Sales Team](#)

From the page you can access:

1. Your pay stubs.
2. Annual tax statements.
3. Your personal information, including the ability to make changes to your information.\*
4. Time Off Information.
5. Your password.

*\*Changes are not finalized until approved by your company administrator.*

Once you have successfully logged in, you will see your dashboard.









Hit the Envelope to send a message to your company

Select the desired year.

Show Year:

- 2009
- 2008
- 2007
- 2006
- 2005

Check Date ▼	Check # ▼	Gross	Net	Action
Mar 13, 2009	650	1350.00	223.46	
Mar 6, 2009	634	1350.00	223.46	
Feb 27, 2009	618	1350.00	223.46	
Feb 20, 2009	600	1350.00	223.46	
Jan 9, 2009	583	1350.00	223.46	
Jan 2, 2009	567	1350.00	223.46	



Hit the magnifying glass to view your stub

After opening a check stub, you can print it, save it or search for information.

**William Bonds** **Truckr**

Company	Period Begin	Division	Fed OR 0%; CT OR 10%
S614	3/1/2009		Personal 5.000000-1.250000=3.7
Number	Period End	Branch	Sick 7.500000-0.000000=7.5000
7	3/7/2009		Vacation 9.500000-0.375000=9.1
Social Security #	Check Date	Department	D26 Balance Paid \$1700.00
	3/13/2009	101	
Hire Date	Check Number	Team	

You can also print, save and search prior W-2's or 1099's.

**Copy B--To Be Filed With Employee's FEDERAL Tax Return.** 38-209  
OMB No. 15

a Employee's soc. sec. no. 565-44-3432	1 Wages, tips, other comp. 12615.00	2 Fed. income ta:
b Employer ID number (EIN)	3 Social security wages 13290.00	4 Soc. sec. tax w

From the EE Info tab, you can view and edit your personal information by clicking on the edit button

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Dashboard | Paystubs | **W-2** | **EE Info** | Time Off | Services | Log Out

Company: **Truckmasters Corp** Employee: **William Bonds**

### Employee Information

**Last Name** Bonds  
**First Name** William  
Middle Initial  
**Birth Date** Oct 31, 1973

**Address** 567 Littleton Ave  
City **Glen Rock**  
State **NY**  
Zip Code **10460**

**Salary** 1350.00  
**Hire Date** Oct 16, 2003

**Federal:**  
**Marital Status** Married  
**Dependents** 6  
**Override Tax** Regular Percent  
Value **0.00**

**State:** CT  
**Marital Status** Status A on CT-W4  
**Dependents** 0  
**Override Tax** Regular Percent  
Value **10.00**

Rate #	Amount	Primary	Div	Branch	Dept	Team
1	120.00	Y	----			
7	78.00	N	----			
-	----	..				

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**Change Personal Information**

Last Name:

First Name:

Middle Initial:

Address:

City:

State:

Zip Code:



Fed. Marital Status:

Fed. Dependents:

State Marital Status:

State Dependents:

Click on the link below to View / Print required W-4 form:  
[Federal W-4](#)

All changes are not final until your manager has approved a signed W-4.

Rate #	Amount	Primary	Di
1	120.00	Y	***
7	78.00	N	***

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Add changes to appropriate field.

Confirm changes by hitting the green triangle. All changes must be approved by your company's administrator before becoming final.

# Time Off Management

Type	Balance	Accrued	Used
Vacation	97.00	100.00	3.00
Sick	84.00	84.00	0.00
Personal	30.00	40.00	10.00

Req.Date	Status	Type	From	To	Time	Notes	Edit
2/17/11	Den.	Personal	1/31/11	1/31/11	5h 0m		
12/21/10	Pend.	Vacation	1/11/11	1/13/11	24h 0m		
12/15/10	Pend.	Personal	1/11/11	1/14/11	32h 0m		
12/10/10	Pend.	Vacation	12/10/10	12/15/10	40h 0m	need to take 2 days off	

All of your recent time off requests are listed, including the status of the request.

Your current time off information is listed at the top of the screen

A new request can be made by hitting the green plus.

Submit request to your administrator by pressing the arrow

1. Fill out the form below and click 'Create' button

From: 02/17/2011  
To: 02/17/2011  
Exclude Weekends:   
Total Hours: 8  
Total Minutes: 0  
Type: Vacation  
Notes:

Create:

2. Make any necessary changes

#	Date	Hours	Min.
No data			

3. Click 'Send' button to send request to Manager

This request is not valid until your manager has approved it

Thank You for Choosing Balance Point