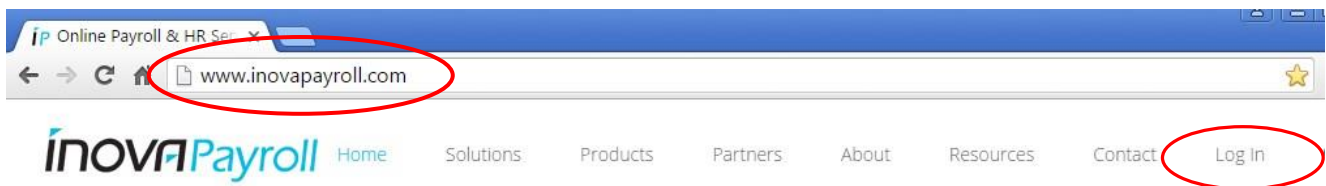


Logging in to your Employee Self-Serve Portal

- From your Internet Browser go to www.inovapayroll.com.
(NOTE: If you experience technical difficulty accessing your data you might also try going to the website login page at: <https://inovapayroll-pa.evolutionpayroll.com/ess#/login>)
- Click on the “**Login**” button (in the upper right hand corner)



- Click the “**Employee Self-Service**” button under the “Green Server” option

Employees

If your employer utilizes Inova Payroll's employee self-service, please choose the blue or green link below to log in. If you are unsure which to select or you have trouble logging in, please contact your employer's payroll or HR representative. For security purposes, only your employer can assist you with usernames, passwords, and resetting your account.

BLUE SERVER

GREEN SERVER

TIME KEEPING

Evolution

- Click on “**New User Registration**”



Secure User Login **New User Registration** Forgot Password

Identify Yourself

Enter your credentials for access.

User Name

Welcome to your employee self-serve portal

- The following window will appear. Please use your **most current** check stub to complete the data (as shown below)

Secure User Login New User Registration **Forgot Password**

Setup Your Credentials

Enter credentials to use for validation.

Minimum length must not be less than 8 characters. Must contain at least 1 letter. Must contain at least 1 number. Must contain at least 1 symbol.

Login Name

required

Password

required

Confirm Password

required

Register Me

Provide Pay Information

Answers are found on your pay statement.

Company Code

required

SSN

required

Check Number

required

Current Total Earnings

required

- Passwords must be at least 8 characters long with a combination of alpha and numeric and must contain a symbol
- Hit the “**Register User**” button once all fields are completed
- You will need a check stub to fill in the above information. **Please note the following:**

- If your check is a direct deposit, you must enter a minus sign in front of the check number –

Example: -99999123

- Our Company ID numbers have characters in front of them, you **MUST** capitalize these letters –

Example: D9456, NOT d9456


| Employee Benefit | | | | Sample Client | |
|---------------------|------------------------|----------------|--|----------------------------|--|
| Company Alpha | Period Begin 5/8/2011 | Division | | Sick 1 =2.00 Bal | |
| Number 150 | Period End 5/14/2011 | Branch | | Sick 2 =137.420 Bal HOURS | |
| Social Security # | Check Date 5/18/2011 | Department 101 | | Vacation =4000.00 Bal | |
| Hire Date 2/14/1990 | Check Number 256536932 | Notes | | D04 Balance Paid \$1000.00 | |

| Earnings | | | | | | De |
|-----------------------|----------------|---------|---------------|-----------------------|--------------|------|
| Description | Location / Job | Rate | Hours/ Pieces | Current | Year To Date | Desc |
| Regular Earnings | 1/1/101 | 0.00 | 40.00 | 0.00 | 0.00 | Fed |
| Salary | 1/1/101 | 0.00 | 0.00 | 2500.00 | 15000.00 | OAS |
| Bonus | 1/1/101 | 0.00 | 0.00 | 5000.00 | 5000.00 | Med |
| Incentive Pay | 1/1/101 | 0.00 | 0.00 | 500.00 | 500.00 | VT (|
| MEMOS | | | | | | Misc |
| 401K ER Pension Match | 1/1/101 | | 0.00 | 320.00 | 820.00 | 401K |
| Total Earnings | | | 40.00 | 8000.00 | 20500.00 | Tot |
| NET PAY | | 4453.38 | | Total Direct Deposits | 0.00 | Ch |

Evolution

- After you hit “**Register Me**”, the screen below will appear. Here you will create a security profile that will help you if you forget your password in the future:

Note: All General Security Questions answers must be **AT LEAST** 2 characters long, and they are case sensitive!

- Once you have answered all three security questions and provided an e-mail address (we recommend that you provide your personal e-mail address), hit save .
- Once successfully registered, you will be able to access your pay stubs.

General Notes

1. Paycheck data is not available until the actual check date
2. Historical data is available for the years that Employee Self-Service was available
3. Employee may change password at any time
4. Personal information is available such as filing status, recurring deductions and other pay related items 5. Existing users will see a new option labeled, “**I forgot my password**” on the login screen.
 - a) If the user enters their password incorrectly three times, or clicks the “**I forgot my password**” button, they will be directed to a screen that will prompt them to answer their previously defined questions.
 - b) If they answer the questions correctly, they will be prompted to reset their passwords and be directed back to the initial login screen. There they will be able to login using their new password.
 - c) If they answer the questions incorrectly three times, their account will be blocked. They will receive a message prompting them to contact their Company Administrator. Passwords will need to be manually reset and the user’s security questions will need to be redefined on next login.

Evolution