Bureau of Communication and Computer Services

Go Green and save with BCCS Electronic Pay Stub System (ePASS)

ePASS Administrative User Guide

April 2014

Overview

The Electronic Paystub System (ePASS) provides employees secure access to current and past pay stub information with 24/7 availability. Employees can view pay stub information from any computer, smart phone or mobile device that connects to the internet. In addition, ePASS maintains historical pay stub information for seven years from the date of implementation. ePASS is also designed to provide agency Payroll Administrators the capability to manage, print, email, generate reports and place applicable employee pay stubs on hold if necessary.

Availability and Access

ePASS is available via the Internet 24 hours a day, seven days a week, except for rarely scheduled down times for system maintenance.

ePASS is accessible online to particpating agencies/employees with a valid State of Illinois Public Domain ID, Password, and Internet capabilities.

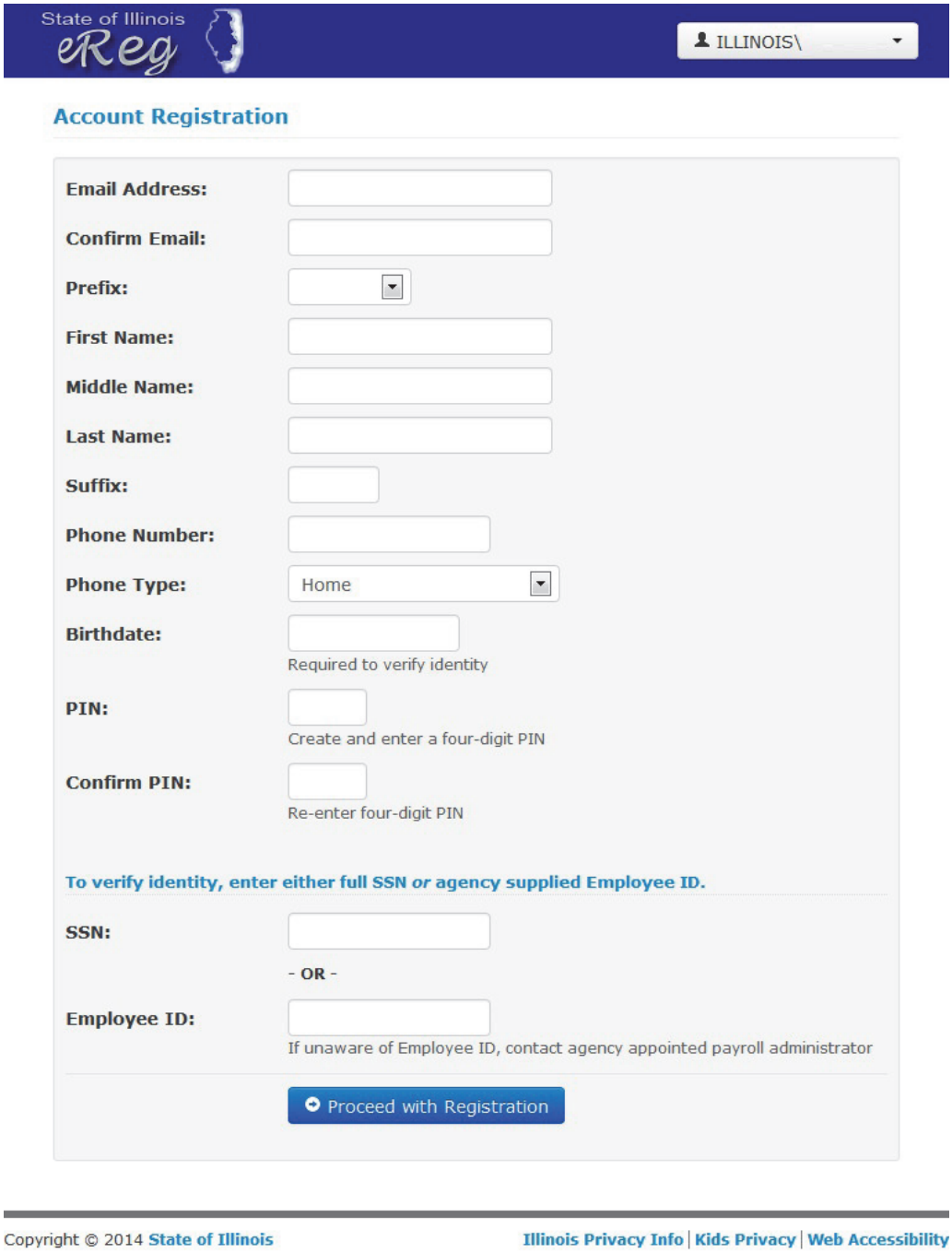
Roles and Security

ePASS has been designed to support both employees and agency Payroll Administrators for the State of Illinois. The employee view is restricted to their pay stubs. Agency appointed Payroll Administrators view is restricted to pay stub information for their designated agency only or multiple agencies for those supporting Shared Services Centers.

One-time eRegistration

[State of Illinois eRegistration]

Employees will be prompted to complete a one-time registration process.

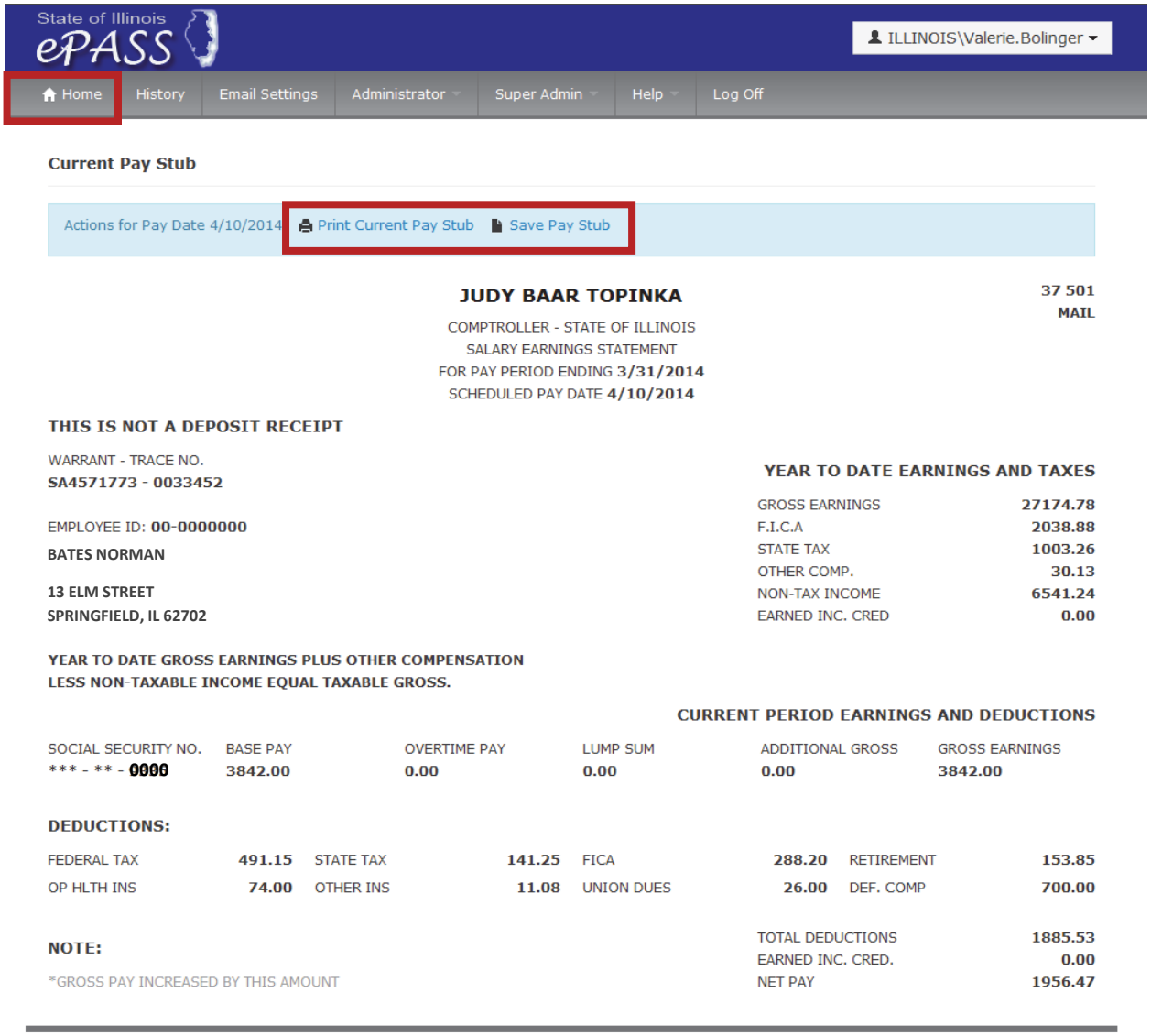


"Home" - Current Pay Stub Page

[Employee Functions - View Current Pay Stub Information]

The "Home" page displays an employee's current pay stub. The electronic pay stub is identical in appearance and contains the same information as a paper pay stub.

Employees have the ability to [Print Current Pay Stub] or [Save Pay Stub] by clicking the appropriate link.

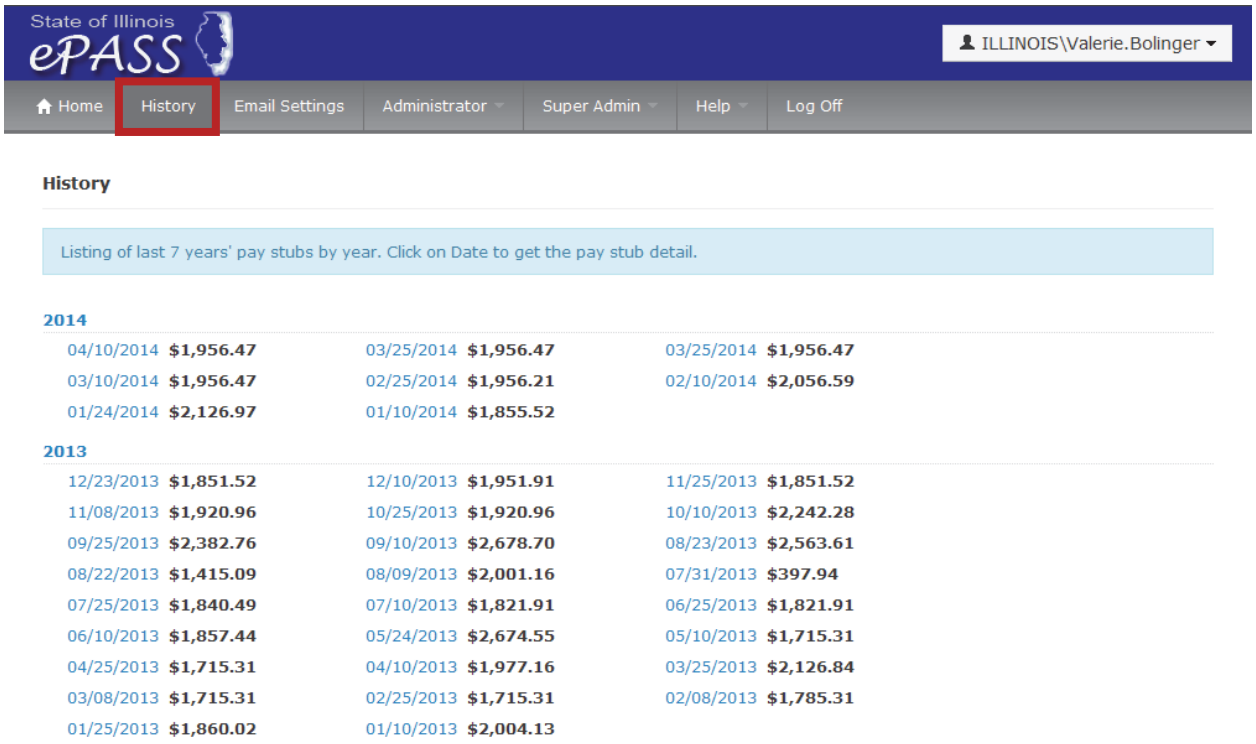


"History" – Pay Stub History Page

[Employee Functions - View History of Past Pay Stubs]

The "History" page contains a listing of an employee's previous pay stubs which are organized by year of issue. ePASS will store up to seven years of pay stub information from the date of inception.

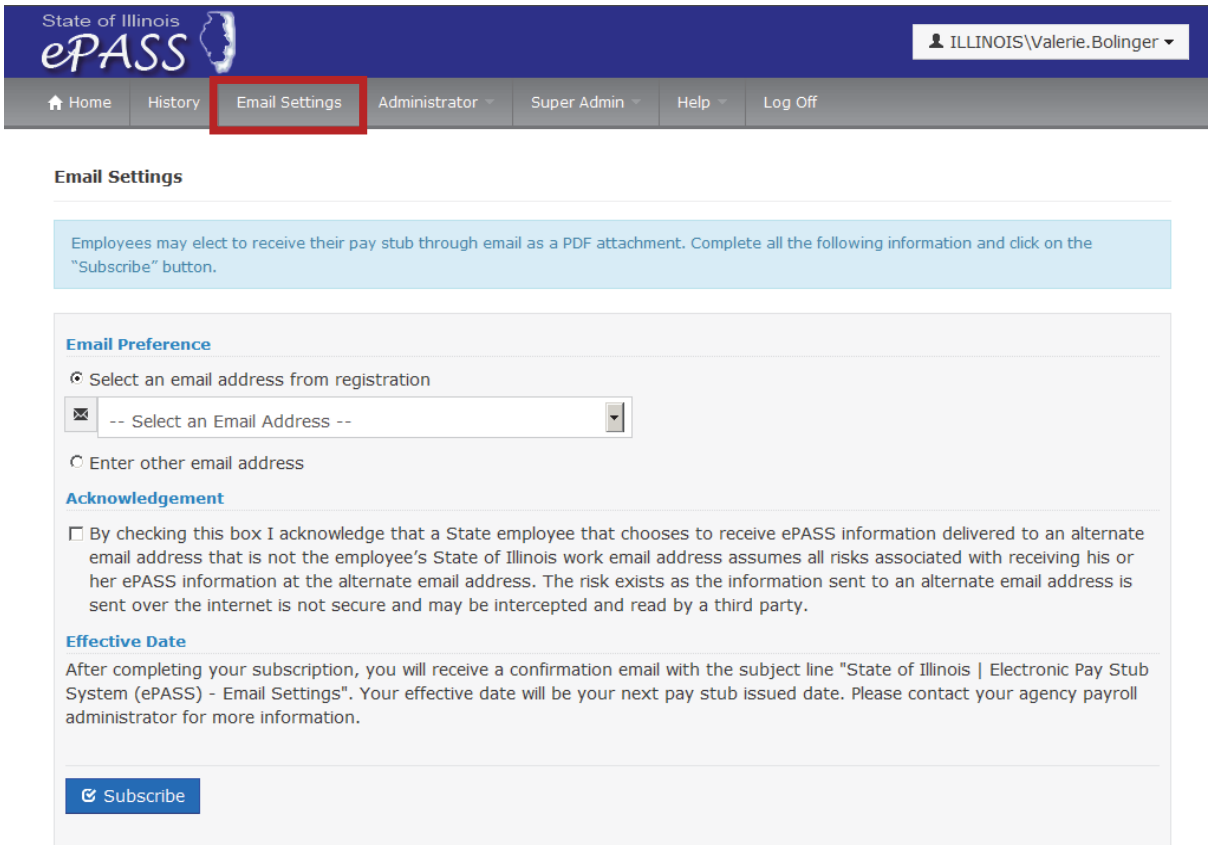
Employees may view a particular pay stub by clicking on the [Date] link of a particular pay stub.



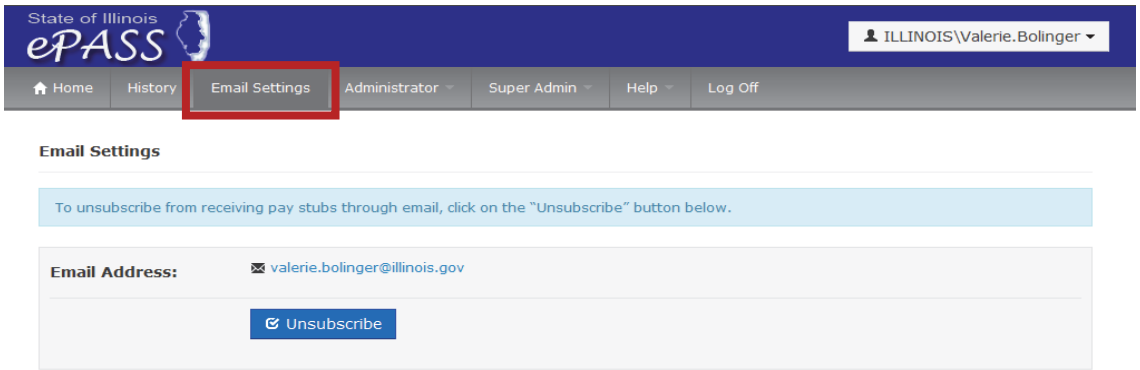
"Email Settings" Page

[Employee Functions - Subscribe/Configure Email Settings]

Via the "Email Settings" page, employees may elect to have their pay stub delivered to an email address as a Portable Document Format (pdf) attachment, which preserves the format and layout of the pay stub. Employees should select or enter an email address of choice *(work or personal email address accepted)*. Check the [Acknowledgement] box and click on the [Subscribe] button.



To stop receiving pay stubs via email, employees should click on the [Unsubscribe] button.

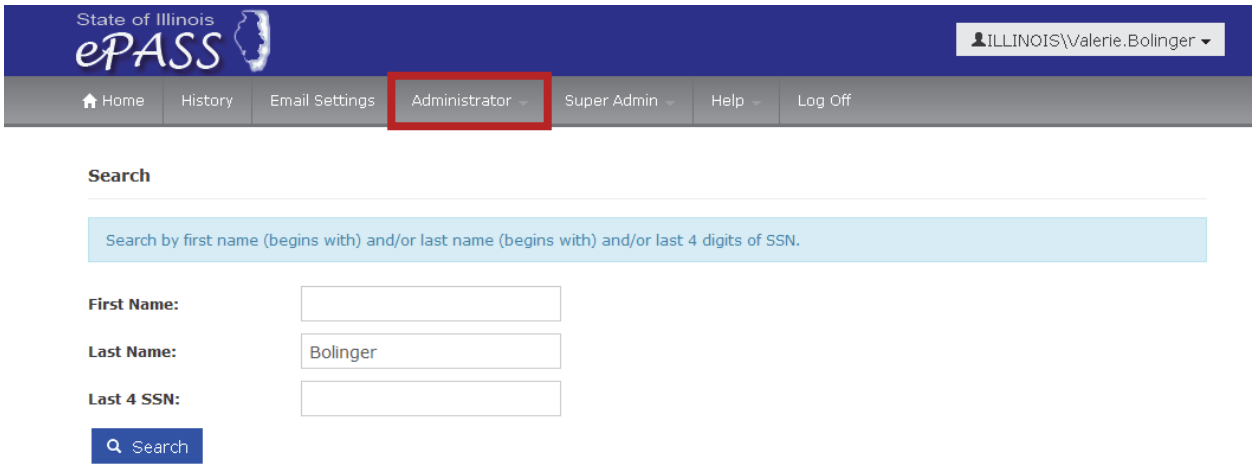


"Administrator" Page

[Payroll Administrator Functions - Searching Employee Records]

The "Administrator" page allows Payroll Administrators to search for one or more employees based on the selection criteria entered into the available fields. Criteria fields include First Name, Last Name, Last Four Digits of Social Security Number "SSN" or a combination of the three fields. Payroll Administrators can only access employee records for their designated agency.

Note: It is not required to enter all the characters of a value in a field. For example, if you enter "BO" in the Last Name field, the system returns a list of all employees whose last name begins with the letters "BO". This feature is helpful when searching for employees who have last names with difficult spellings.



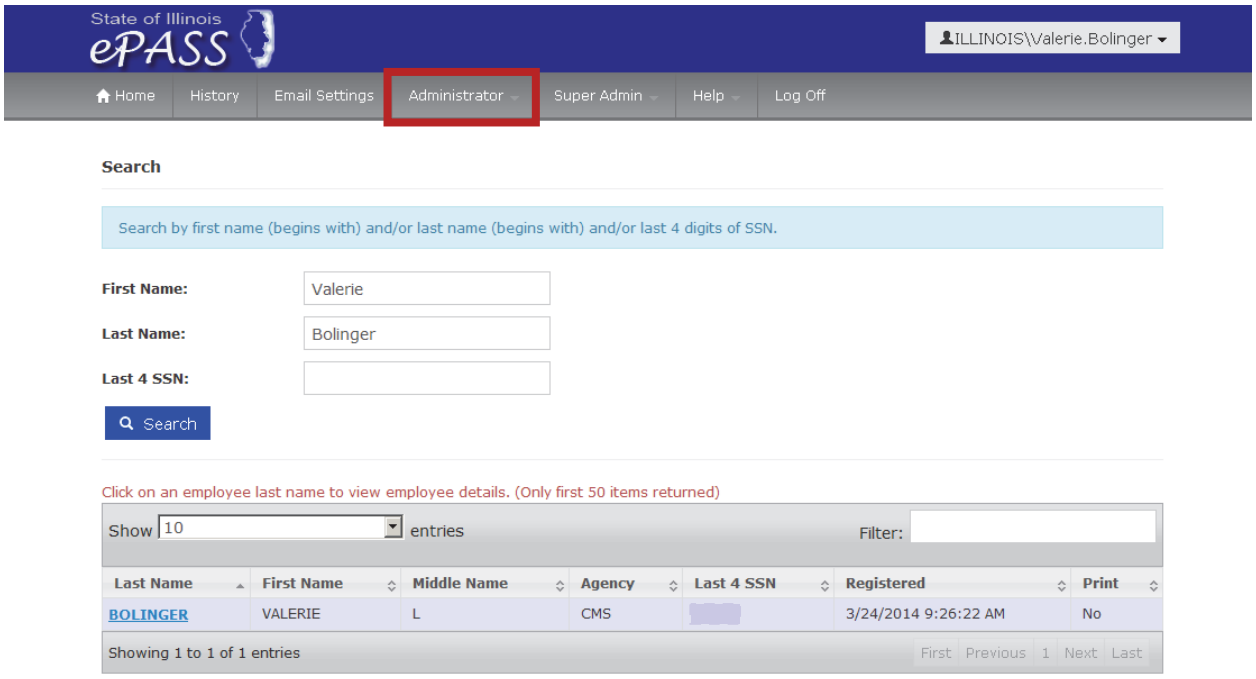
"Administrator" Page (continued)

[Payroll Administrator Functions - Searching Employee Records]

Employee search results will be displayed in table/column format [Last Name, First Name, Middle Name, Agency, and Last 4 SSN, ePASS Registration Date, Employee ID and Print].

Click on the [Last Name] field for the employee record you wish to review.

If more than 10 entries are listed, click on the down arrow in the "show entries" field to display additional employee records *(up to 100 per screen)*.



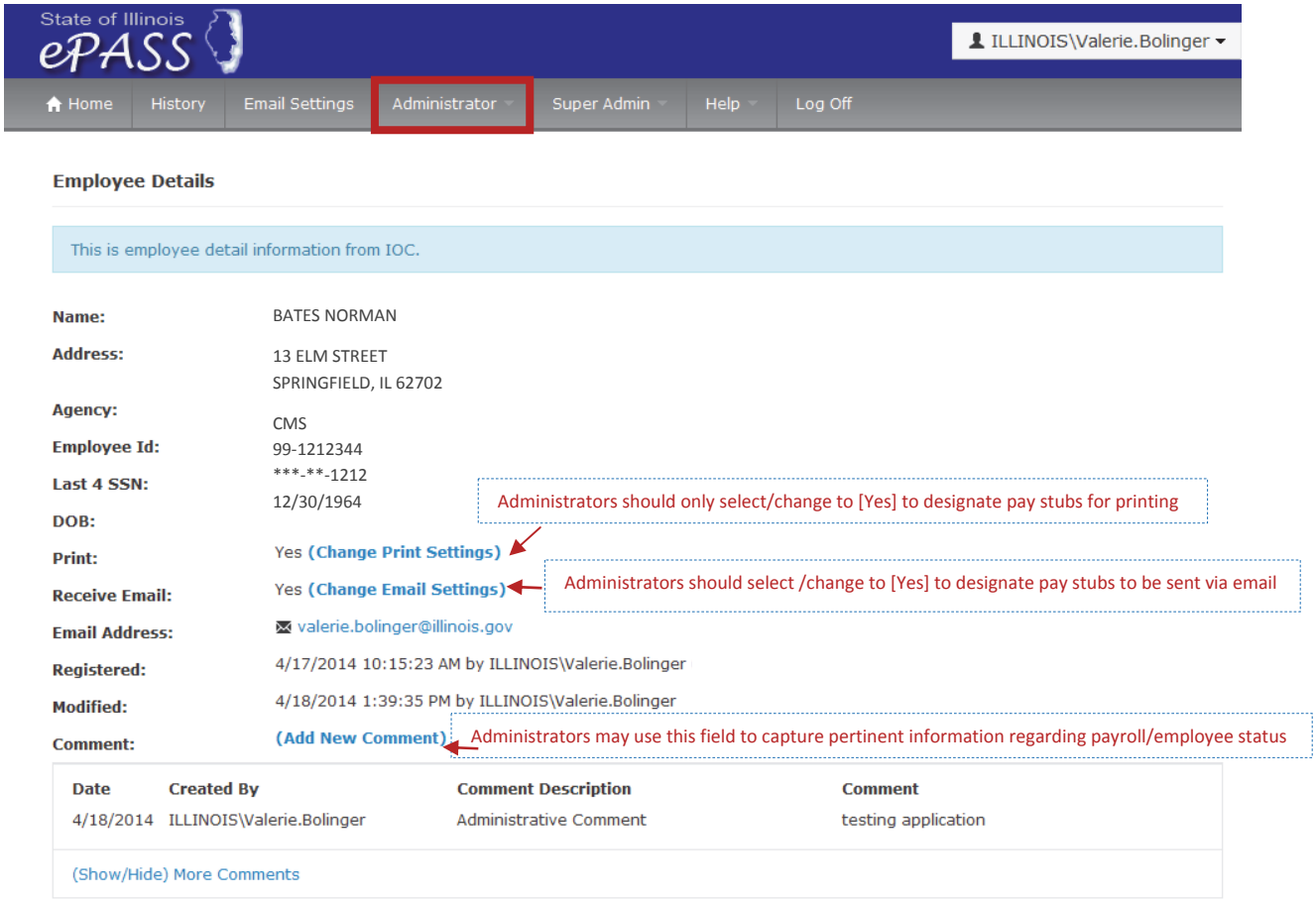
"Administrator" Page (continued)

[Payroll Administrator Functions - Employee Detail Screen]

Details regarding payroll for selected employee will appear on screen.

Payroll administrators have the ability to:

1) [Change Print Settings] *(Defaulted to No)* – Administrators should only select/change to [Yes] to designate pay stubs that require printing.
2) [Change Email Settings] *(Defaulted to No)* – Administrators should select [Yes] when the employee requires that a pdf attachment of their pay stub be sent to a valid email address. This can be a work or personal email address.
3) [Add New Comment] – Administrators may use this field to capture pertinent information regarding an employee's payroll status *(e.g. leave of absence, etc.).*



"Administrator" Page (continued)

[Payroll Administrator Functions - Employee Pay Stubs]

To view a specific pay stub for an employee, from the **Actions Column** click on the [Details] or the [View] link.

- **Details** – displays the employee pay stub information.
- **View** – displays/opens the employee pay stub as Portable Document Format (pdf) attachment. Payroll Administrators may print, save or email the pay stub if required.

If more than 10 entries are listed, click on the down arrow in the "show entries" field to display additional employee pay stub records *(up to 100 per screen)*.

Employee Pay Stubs

Click on "Detail" link under Actions column for pay stub details.

Show 10 entries Filter:

Actions	Issued	On Hold	Voucher	Pay Code	Dist. Code	Warrant	Trace	Gross Amt.	Comment
Details | View	4/10/2014	No	P03B0501	37501	MAIL	SA4571773	0033452	3842.00	No
Details | View	3/25/2014	No	P03A0501	37501	MAIL	SA4538964	0000290	3842.00	No
Details | View	3/25/2014	No	P03A0501	37501	MAIL	SA4553895	0009957	3842.00	No
Details | View	3/10/2014	No	P02B0501	37501	MAIL	SA4537109	0013295	3842.00	No
Details | View	2/25/2014	No	P02A0501	37501	MAIL	SA4520959	0006564	3842.00	No
Details | View	2/10/2014	No	P01B0501	37501	MAIL	SA4504591	0013056	4010.62	No
Details | View	1/24/2014	No	P01A0501	37501	MAIL	SA4487017	0015987	4128.66	No
Details | View	1/10/2014	No	P12B0501	37501	MAIL	SA4471813	0015633	3667.50	No
Details | View	12/23/2013	No	P12A0501	37501	MAIL	SA4453788	0019533	3667.50	No
Details | View	12/10/2013	No	P11B0501	37501	MAIL	SA4437521	0010047	3836.12	No

Showing 1 to 10 of 146 entries First Previous 1 2 3 4 5 Next Last

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"Administrator" Page (continued)

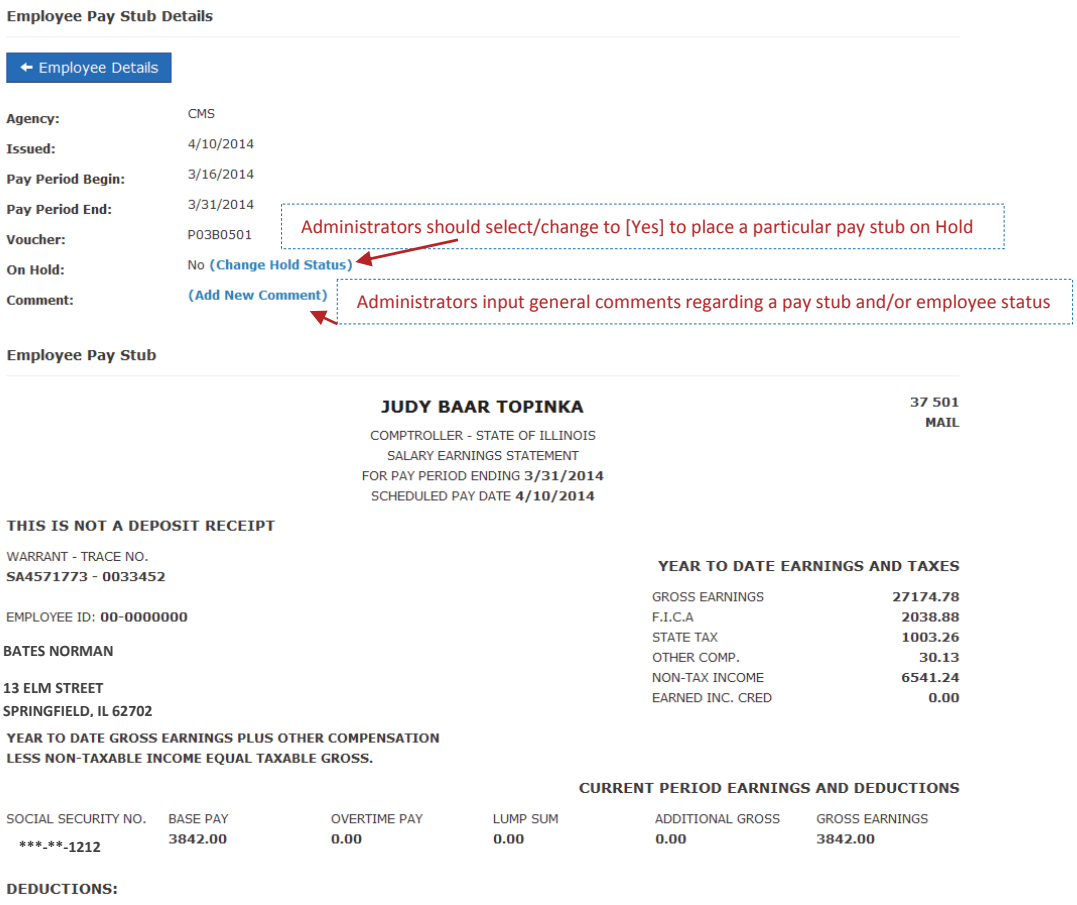
[Payroll Administrator Functions - Employee Pay Stub Details]

The Employee Pay Stub Details screen displays a pay stub for a particular date on screen.

Payroll administrators have the ability to:

1) Place a particular pay stub **"On Hold"** [Change Hold Status] and provide comment regarding the hold status
2) Input a general "**Comment"** [Add New Comment] regarding employee status *(e.g. Direct Deposit form required for new transit routing and account numbers, etc.).*

Note: If a pay stub is placed "On Hold" or a "Comment" has been entered, only designated Payroll Administrator have viewing capabilities of the pay stub and/or the pertinent comments. Comments are retained for historical purposes and cannot be deleted.

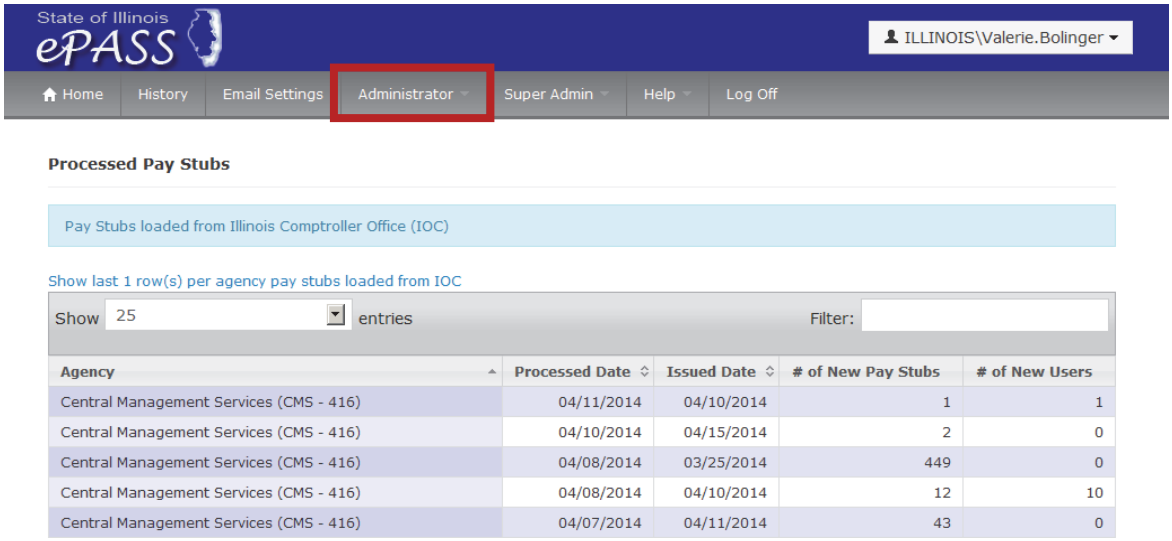


"Administrator" Page (continued)

[Payroll Administrator Functions - Processed Pay Stubs]

Payroll Administrators have the ability to view all processed employee pay stubs for their designated agency.

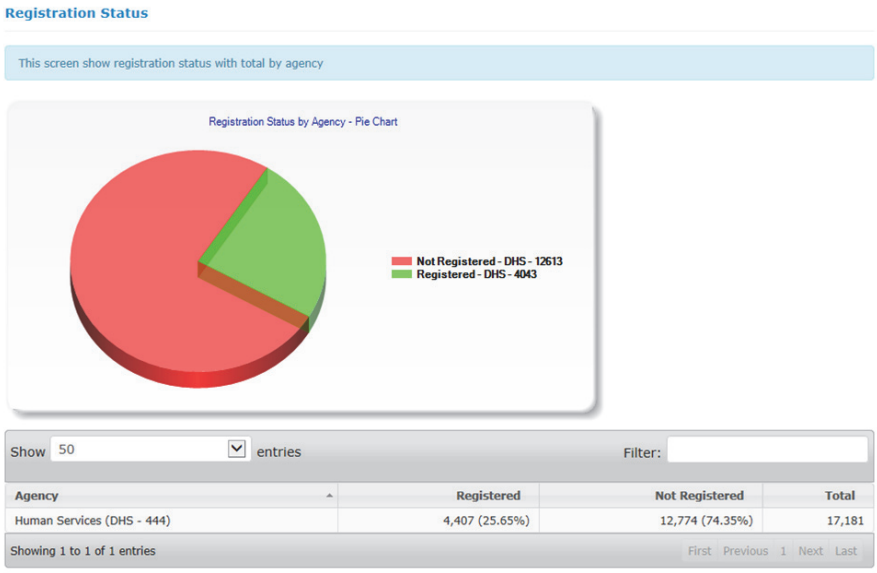
NOTE: Agency payroll is accessible three to four days prior to the scheduled pay date for Payroll Administrators.



Agency	Processed Date	Issued Date	# of New Pay Stubs	# of New Users
Central Management Services (CMS - 416)	04/11/2014	04/10/2014	1	1
Central Management Services (CMS - 416)	04/10/2014	04/15/2014	2	0
Central Management Services (CMS - 416)	04/08/2014	03/25/2014	449	0
Central Management Services (CMS - 416)	04/08/2014	04/10/2014	12	10
Central Management Services (CMS - 416)	04/07/2014	04/11/2014	43	0

[Registration Status]

Provides Agency Payroll Administrators with overview/percentages of how many employees in their respective agency have registered and/or have not registered.



Agency	Registered	Not Registered	Total
Human Services (DHS - 444)	4,407 (25.65%)	12,774 (74.35%)	17,181

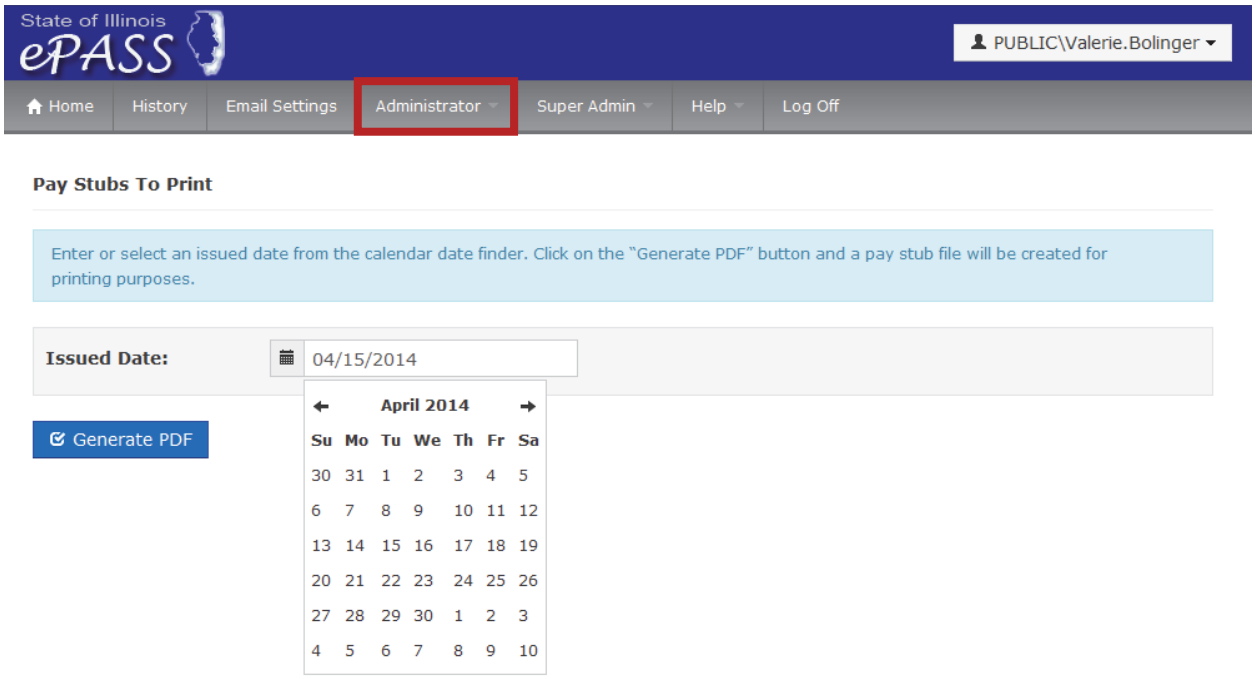
Showing 1 to 1 of 1 entries First Previous 1 Next Last

"Administrator" Page (continued)

[Payroll Administrator Functions - Pay Stubs to Print]

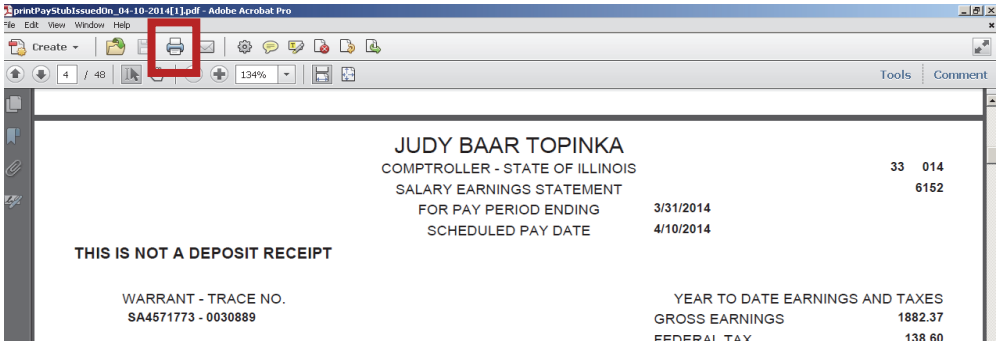
Payroll Administrators have the ability to print multiple pay stubs if the [Print] indicator has been set to [Yes] on an employee record.

Enter or select the appropriate [Issued Date] from the calendar date finder. Click on the [Generate PDF] button and a PDF attachment will be created for printing purposes.



[To Print]

Click the image of the printer on the menu as shown below to print the pay stub file.



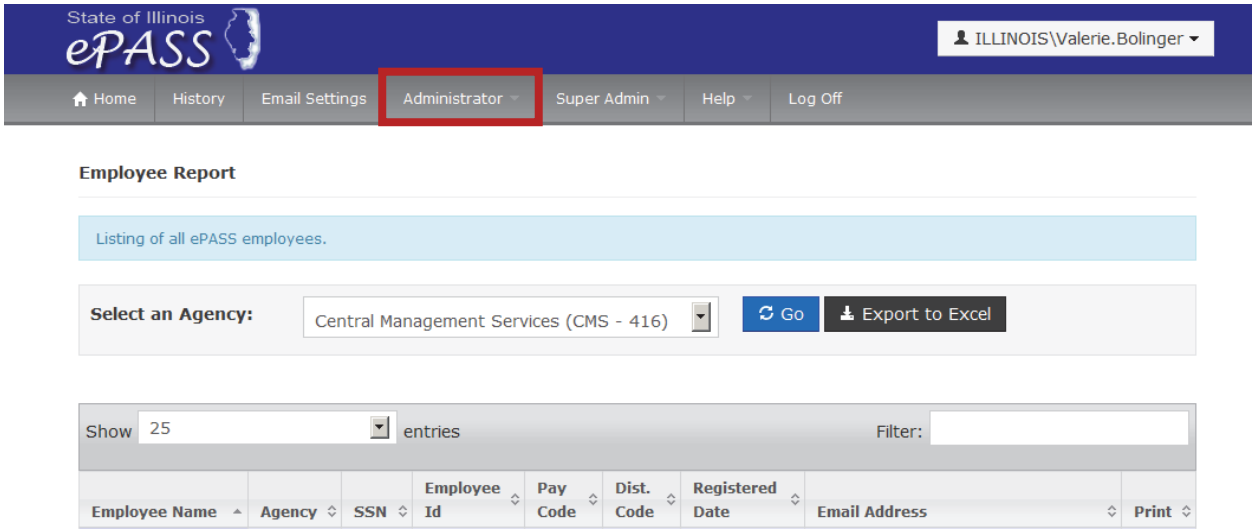
"Administrator" Page (continued)

[Payroll Administrator Functions - Employee Report]

Payroll Administrators have the ability to produce an Employee Report containing all employees currently on their agency payroll.

The Employee Report can be sorted by [Employee Name, Agency, Last 4 Digits of SSN, Employee IDs, Distribution Code, Registration Date, Email Address, and Print option]. The employee report can be exported to Microsoft Excel for additional sorting/reporting capabilities.

If more than 25 entries are listed, click on the down arrow in the "show entries" field to display additional employee records *(up to 100 per screen)*.

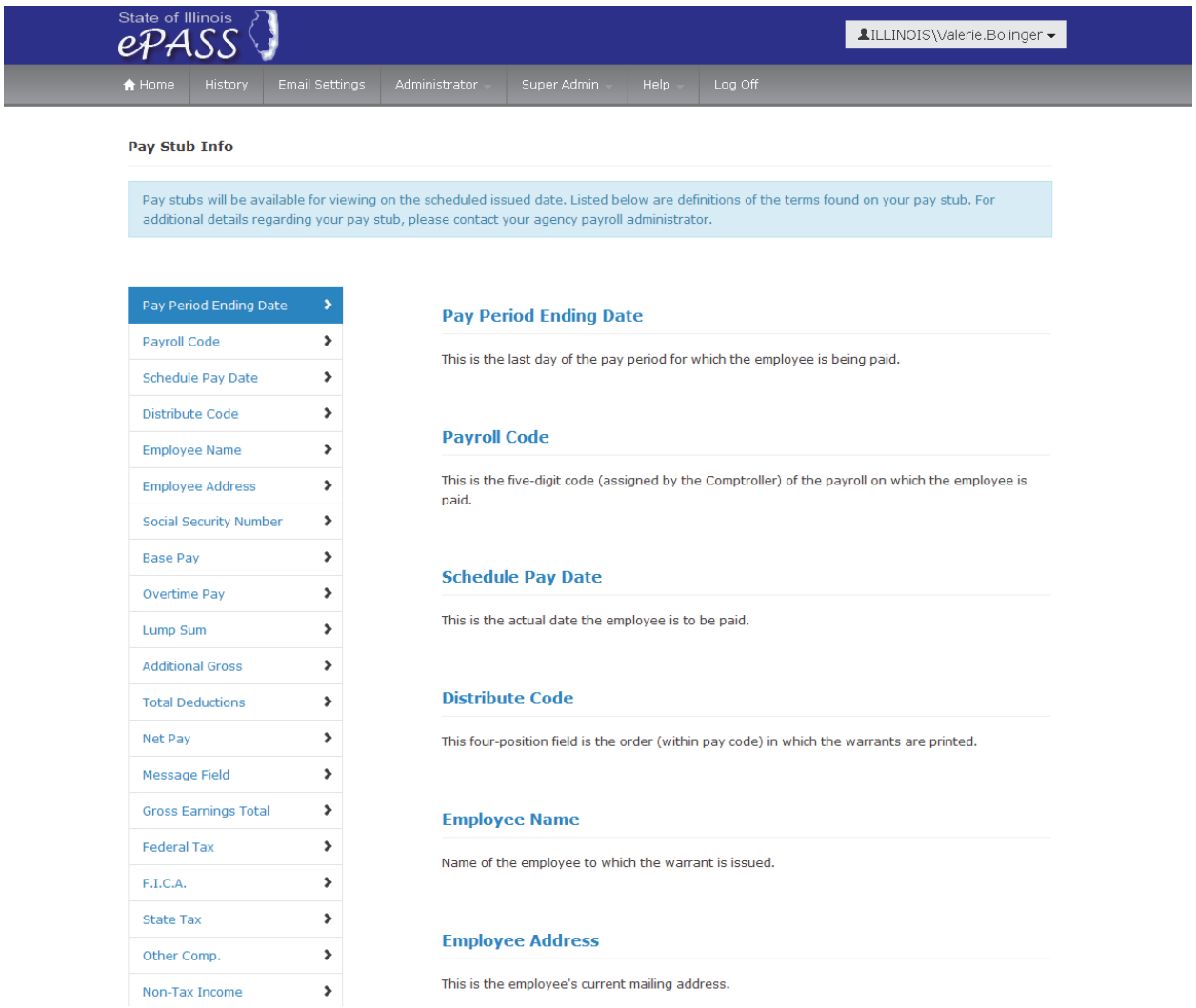


"Help" – Pay Stub Info Page

[Employee Functions – Pay Stub Info screen]

The "Help" page provides a glossary of terms displayed on an employee pay stub. Pay stubs will differ depending on the type of pay and deductions individual employees receive.

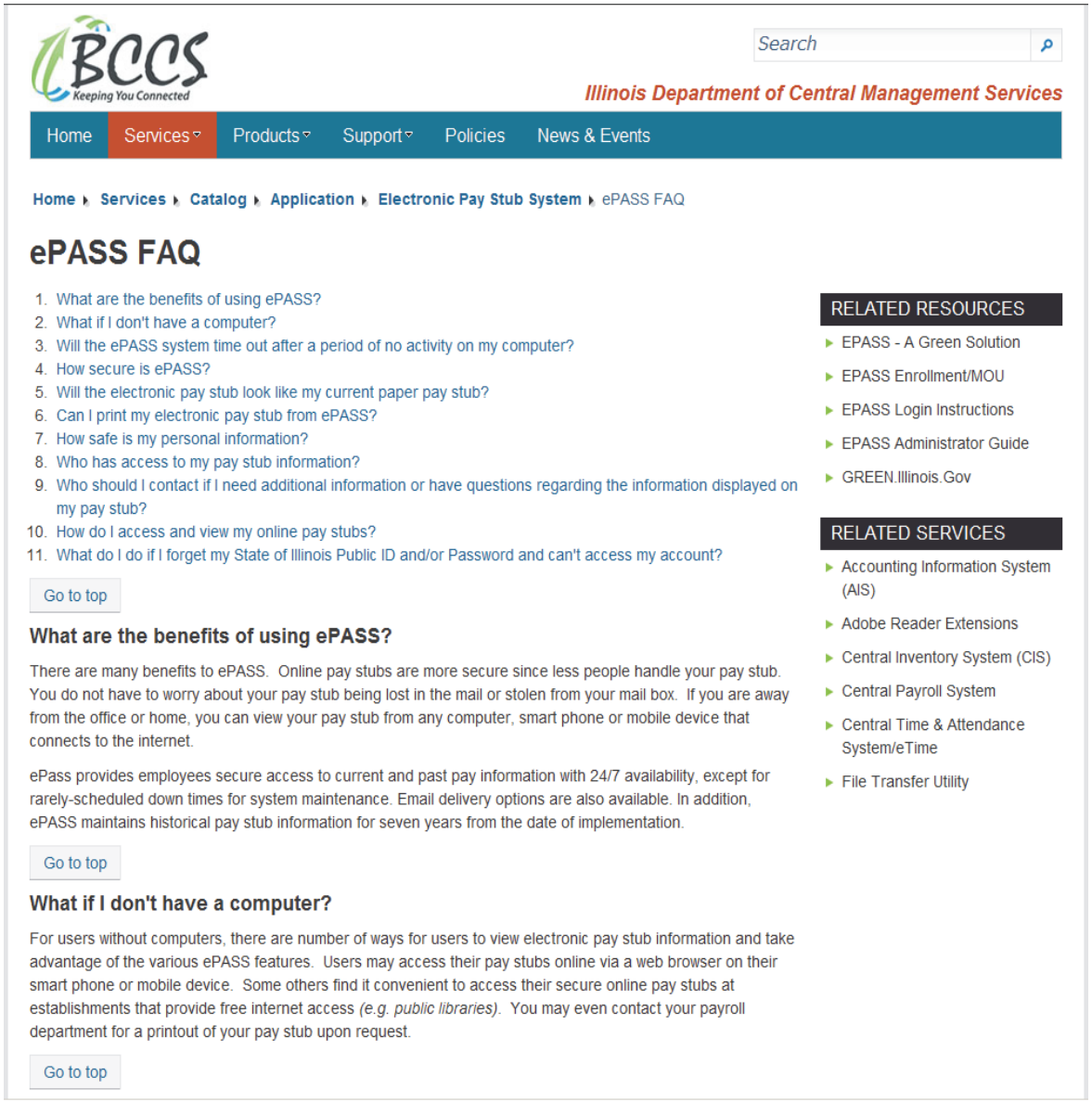
Note: Employees should review the information on their pay stub, especially when there have been recent changes made to their payroll records.



"Help" Frequently Asked Questions Page

[Employee Functions – Frequently Asked Questions "FAQs"]

The "Help" page provides a list of commonly asked questions and answers in order to provide an employee with a better understanding of the ePASS application.



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ePASS FAQ

1. What are the benefits of using ePASS?
2. What if I don't have a computer?
3. Will the ePASS system time out after a period of no activity on my computer?
4. How secure is ePASS?
5. Will the electronic pay stub look like my current paper pay stub?
6. Can I print my electronic pay stub from ePASS?
7. How safe is my personal information?
8. Who has access to my pay stub information?
9. Who should I contact if I need additional information or have questions regarding the information displayed on my pay stub?
10. How do I access and view my online pay stubs?
11. What do I do if I forget my State of Illinois Public ID and/or Password and can't access my account?

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What are the benefits of using ePASS?

There are many benefits to ePASS. Online pay stubs are more secure since less people handle your pay stub. You do not have to worry about your pay stub being lost in the mail or stolen from your mail box. If you are away from the office or home, you can view your pay stub from any computer, smart phone or mobile device that connects to the internet.

ePass provides employees secure access to current and past pay information with 24/7 availability, except for rarely-scheduled down times for system maintenance. Email delivery options are also available. In addition, ePASS maintains historical pay stub information for seven years from the date of implementation.

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What if I don't have a computer?

For users without computers, there are number of ways for users to view electronic pay stub information and take advantage of the various ePASS features. Users may access their pay stubs online via a web browser on their smart phone or mobile device. Some others find it convenient to access their secure online pay stubs at establishments that provide free internet access *(e.g. public libraries)*. You may even contact your payroll department for a printout of your pay stub upon request.

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RELATED RESOURCES

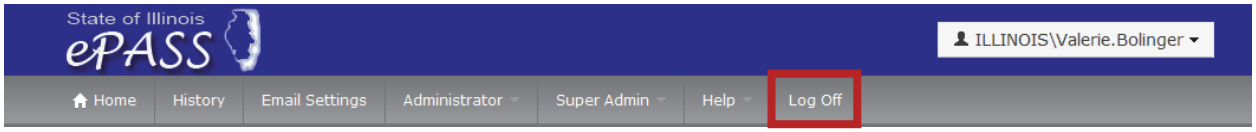
- EPASS - A Green Solution
- EPASS Enrollment/MOU
- EPASS Login Instructions
- EPASS Administrator Guide
- GREEN.Illinois.Gov

RELATED SERVICES

- Accounting Information System (AIS)
- Adobe Reader Extensions
- Central Inventory System (CIS)
- Central Payroll System
- Central Time & Attendance System/eTime
- File Transfer Utility

Log Off

[Employee Functions – Log Off of ePASS application]

To exit the application, click the [Log Off] menu selection located on the right hand side of the top navigation menu. Then close your internet browser window.

NOTE: Forgetting to log off poses a security risk with any computer that is accessible to other people and could potentially leave your State of Illinois Public Account open to abuse. To avoid misuse by others, remember to log off or lock your computer whenever you leave it