

e3 EMPLOYEE'S GUIDE

# Employee Guide to the e3 Platform

Reference this comprehensive guide to easily navigate e3 and access all the tools you need to succeed.





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# Access to e3

## Login Letters

Employees are issued a login letter to e3 as well as an ePunch letter (if applicable) by their company's Human Resources department. The ePunch letter will also contain login information for the ePunch mobile app, available for Apple and Android devices. Employees using a wall-mounted touch screen to punch will not need to type in the URL listed on the letter. Employees clocking in from their PC will need to type in the URL on the letter to punch. If employees lose either of their login letters, they will need to contact their Human Resources department.

### Example e3 Login Letter

Jacklyn Tolson  
8996 Waukeenh Hwy  
Monticello, FL 32344

Welcome to the e3 system. The e3 system provides you secure web access to your personal payroll and human resources data. You can access your employee data any time, 24 hours a day, at your convenience from anywhere you have access to the web.

Online access to your pay stubs and W2's is also available in e3.

**Login:** jtolson  
**Password:** VrjfxnXB

To access your personal data via the web, use your favorite browser (Chrome, Firefox, Safari or Internet Explorer) and go to:

<https://ess.datis.com/e3>

Once you have successfully logged into the system, you will be automatically asked to change your password. We recommend that you change your password on the first visit to e3 Online. It is your responsibility to protect your login and password.

### Example ePunch Letter

Jacklyn Tolson  
8996 Waukeenh Hwy  
Monticello, FL 32344

Welcome to ePunch. ePunch is our new timekeeping system. Each time the system is used, it requires a unique User ID and Personal Identification Number (PIN) in order to clock in and out. The user ID and PIN you will use to access the system have been provided below.

URL <https://epunch.datis.com/?hostcode=AHl&timezone=EST>  
Host: AHl  
User ID: 313  
PIN: 0344



## First Login

### New User Wizard

To log in, go to the e3 website and enter in your credentials provided on your e3 Login Letter. Employees will be taken through the below steps of the New User Wizard when logging into e3 for the first time.

#### Step 1: Change Password

Upon first login to e3, employees will be prompted to create

#### Step 2: Confirm Your SSN

Click "Correct" if SSN is correct. If incorrect, a message will be sent your HR Department.

### Step 3: Personal Email

Employees can click on the link “Use corporate emails as my personal” for all notifications, or to add a Personal Email, click “Change My Personal Email”.

### Step 4: Personal Preferences

To edit any preferences on this page, click the “Edit” link. Select the setting, and then click “Update”, or “Cancel” to revert to the original setting.

### Step 5: Preferred Name

Employees can choose to have their name display differently in e3, other than their legal name, by inputting a preferred name. Click “Save” or choose to update this later on in the My e3 tab.

### Federal and State Withholding Certificates

Employees must complete their W-4 upon first login before they can navigate in e3. If they select “Cancel”, the system will log out. This information can be changed later on in the “My e3” page, as shown further in this guide.

### Direct Deposit Setup

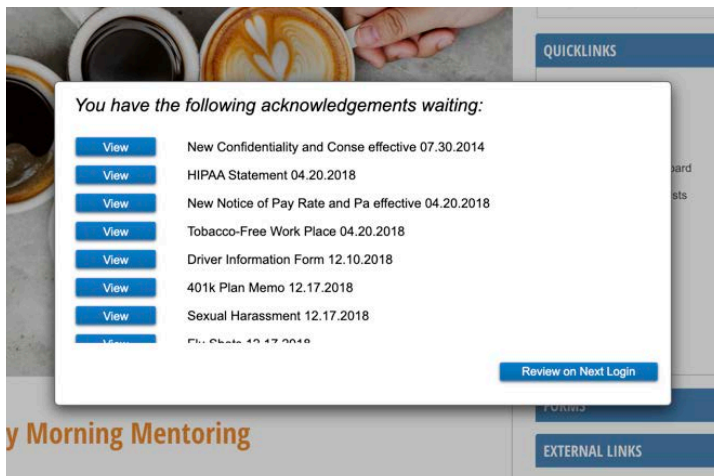
The next screen will prompt the employee to complete a direct deposit form. The employee can do this later from their “My e3” page. Note: Your company may not require uploading a blank voided check.



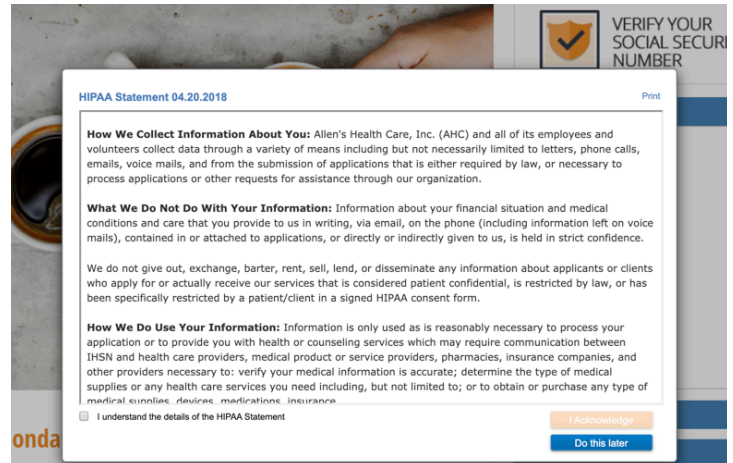
## Acknowledgments

Acknowledgements will display on the home page at each log in. Electronic Acknowledgments reduce an agency's carbon footprint, and decrease costs associated with maintaining a paper employment file. Each time an employee logs into e3, they will be prompted with any pending acknowledgments.

Acknowledgments can be information to read such as a HIPAA statement or a new job description. Click "View" next to each item, or, click "Review on Next Login" to proceed to e3. When selecting to review later, these acknowledgments will continue to show on each login until acknowledged.

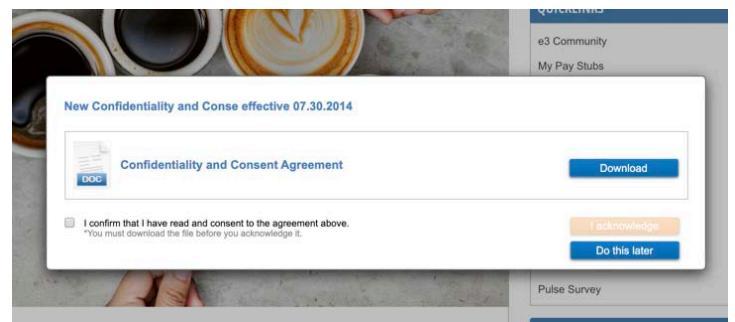


Before acknowledging, employees can print a copy for their records or employees can click "Do this later". Once an employee has read and understood the acknowledgments, check the box next to the statement, and then click the button "I acknowledge".



Some acknowledgments require employees to download a document first before they can acknowledge. Employees must click on the "Download" button before e3 will allow them to acknowledge receipt of the document.

Once the employee has downloaded the document, check the box next to the statement, and then click the button "I acknowledge". Click "Print" to obtain a copy. Check the box first before clicking "I acknowledge". Click "Download" to store in the computer's downloads folder.



## Home Page

The Home Page is designed to increase communication with an agency's workforce, as well as to provide helpful links to benefit carriers, timesheets, and more.



### Verify Your SSN

It is important that the correct Social Security number is on file as it is recorded for W-2 and health insurance information. A graphic will appear on the home page if you need to verify your Social Security number on file by clicking the graphic on the home page.

### External Links

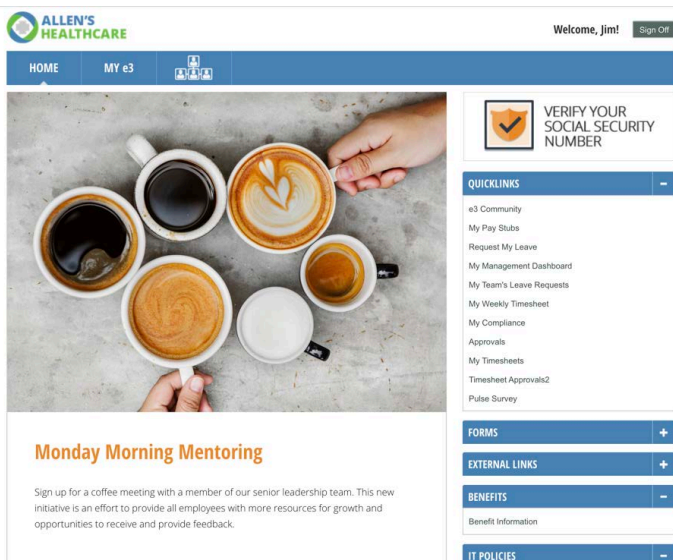
The External Links section is for links to external company sites.

### Other Sections

These are custom to your organization.

### Open Enrollment

The benefits enrollment will only appear during open enrollment, or when a new hire first becomes eligible.

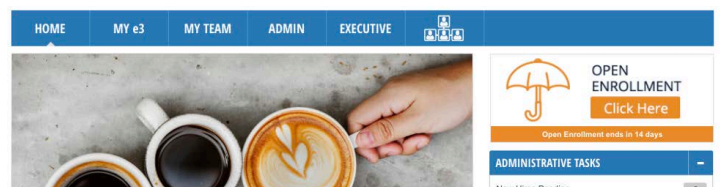


### My e3

Clicking My e3 in the main menu bar at the top of the page will take the employee to their selfservice portal.

### QuickLinks

This section contains shortcuts which are set up to take employees to their pay stub, timesheet, leave requests, and more.



# My e3

## My Account

The My e3 page is designed to empower employees to manage their personal information, as well as to provide information regarding pay, attendance, benefits, W-2s, manage dependents, and requesting leave requests. In addition, termed employees will continue to have access to this page for purposes of updating their address, access historical pay stubs, and W-2s.

**HOME MY e3**

**Vivien's e3**  
CNA  
22 Years, 10 Months of Service

**ACCOUNT**

**PERSONAL PREFERENCES**

PayStub Email Notification: No Selection

e3 Timeout (minutes): No Selection

Receive Electronic W-2: No

Receive Electronic 1095-C: No

Share your birthday and month with peers: Yes

**EMAIL ADDRESS**

Corporate Email: VGriscy@allenshealthcare.org

Personal Email: vhang@gmail.com

**MAILING ADDRESS**

On the Account page, employees can modify their personal e-mail address, as well as edit notification preferences. They will also be able to change their address on file, update their emergency contact information. If the organization allows, employees can also use this page to update their e3 username and password.

**HOME MY e3**

**Vivien's e3**  
CNA  
22 Years, 10 Months of Service

**MY DASHBOARD**

**LATEST PAY**

Date	Net Pay
Friday, January 15, 2010	\$1,329.40
Friday, January 1, 2010	\$1,334.40
Friday, December 18, 2009	\$1,282.17

[View All](#)  
[View W2's](#)  
[View Compensation](#)

**LEAVE BALANCES AS OF DECEMBER 13, 2019**

Leave Type	Balance
PTO	288.00
Sick Leave	0.00
Holiday	

[View Balance Details](#)

**UPCOMING LEAVE REQUESTS**

**Pending Approval**

You have no pending leave requests.

**Approved**

You have no upcoming approved leave requests.

[View All Upcoming](#)  
[View Calendar](#)  
[Request Leave Time](#)

**TIMESHEET**

End Date	Status
Saturday, February 1, 2020	Due on Feb 3
Saturday, January 18, 2020	Due on Jan 20
Saturday, January 4, 2020	Approved

[View All Timesheets](#)

**BENEFITS**

You are currently not enrolled in any company benefits.

[View Benefits Statement](#)  
[View Dependents](#)

## Change My Address

It is important that employee's address is always correct in e3. This is the address that is utilized by Human Resources for payroll, benefits, & W-2 information.

**MAILING ADDRESS**

Country: United States

Street Line 1: 5017 Pimlico Drive

Street Line 2:

City: Tampa

State: FL

Zip Code: 33607

County: Hillsborough

[Update](#)

## Manage My Contact Information

Contact information is stored within e3 for managers and administrators to access in case of emergency, as well as to reach employees. e3 also serves as the company directory. The phone number and contact types are set up by your organizations.

To add a contact or phone number click on the “+” button. Next, select the type of contact or phone number it is from the drop down.

If employees need to edit a contact or phone number, click on the pencil icon next to the entry, and to delete a contact, click on the “X”. If the delete option is not there, this is indicating that your organization is requiring a phone number to be on file for that contact type. Typically, this is set up for the primary phone number.

PHONE NUMBERS	+
Primary Phone Number (Not Shared) (813)514-6224	
Secondary Phone Number (Public) (347)927-2737	

CONTACTS	+
Emergency Contact William Bradford, Brother (383)729-2038	


## Change My Password

To change the e3 password, scroll down to the password section of the My e3 Account page. If employees want the display to show the characters that employees are typing, click the box next to “Show Characters”. Click “Update” when finished.

PASSWORD
Current Password <input type="password"/>
New Password <input type="password"/>
Confirm New Password <input type="password"/>
<input type="checkbox"/> Show Characters
<input type="button" value="Update"/>

## Password Troubleshooting

If an employee forgets their password when trying to log into e3, they can select the “Forgot Password? Click Here” link. It will then ask to enter their username and the reset link will be sent to the employee’s personal email and/or corporate email address. If the employee does not remember their username, they will need to contact their human resources department.



**Forgot Password**  
Please enter your username below. We will send instructions to reset your password to your personal and/or corporate email address. If you forgot your username or do not know it, please contact your Human Resources department.



### Note:

When a password is entered in incorrectly the below error message will come up. If the employee keeps entering in the incorrect password, the account may get locked. If the employee thinks their account is locked, they will need to contact their human resources department to see if the account is locked and unlock it.

### ess.datis.com says

You have entered an invalid username or password or you have too many failed login attempts and your account has been locked. Remember that your password is case sensitive.



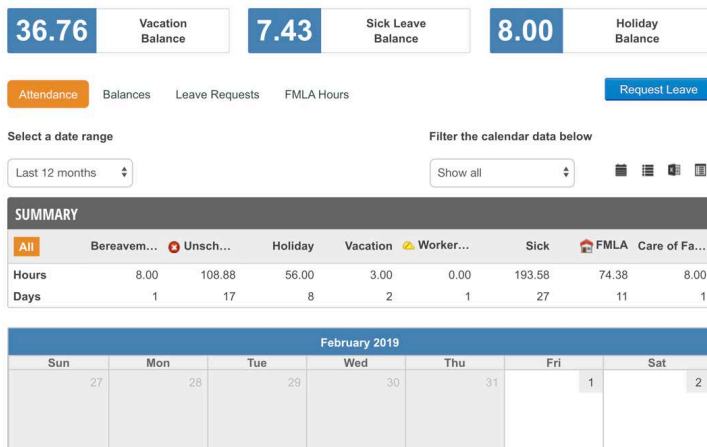
## Attendance Calendar

The attendance calendar is a quick way to review leave balances, submitted leave requests, FMLA Hours, and an overall calendar view for time taken and worked. The attendance calendar defaults to the “Last 12 months” under the date range. Use the drop-down menu to select a different year.




Clicking the “Request Leave” button will initiate the leave request wizard from this page.

Note: The “FMLA Hours” tab will only display if employees have submitted and been approved for an FMLA leave of absence. Clicking this link will give employees the detailed information regarding their FMLA hours.

### ATTENDANCE CALENDAR



The attendance calendar color codes the time-off reason. In addition, there are various tags called concurrent tags that provide additional information regarding the time-off:

-  FMLA Tag
-  Unscheduled Tag
-  Workers Comp Tag

For example, if employees have an injury on the job, employees will see a yellow helmet. This would indicate an employee was sick due to a workers' compensation incident.

25	26	27	28	29	30	31	
Worked Non-Worked Bereave...	0 8 8	Worked Non-Worked	8.02 0	Worked Non-Worked	8.1 0	Worked Non-Worked	7.78 0
1	2	3	4	5	6	7	

September 2019										
Sun	Mon		Tue		Wed		Thu		Fri	Sat
	1	2	3	4	5	6	7			
	Worked Non-Worked Holiday	0 8 8	Worked Non-Worked Vacation	7.08 2 2	Worked Non-Worked	8.42 0 0	Worked Non-Worked	6.93 0 0	Worked Non-Worked	7.57 0 0
	8	9	10	11	12	13	14			
	Worked Non-Worked	8 0 0	Worked Non-Worked	8.08 0 0	Worked Non-Worked Sick	0 0 8	Worked Non-Worked	7.92 0 0	Worked Non-Worked	8 0 0
	15	16	17	18	19	20	21			
	Worked Non-Worked Sick	0 8 8	Worked Non-Worked Care of F...	0 0 8	Worked Non-Worked	8 0 0	Worked Non-Worked	8 0 0		
	22	23	24	25	26	27	28			
	Worked Non-Worked	8.17 0 0	Worked Non-Worked Sick	0 0 8	Worked Non-Worked Sick	0 0 8	Worked Non-Worked	7.83 0 0	Worked Non-Worked	8 0 0

## Leave Balances

Employees have access to leave balances by clicking the Attendance or Leave Requests icons from the My e3 page. Select “Balances” and click on the gray tabs to see the different types of leave balances and its accrual history.

The screenshot shows the Leave Balances interface. At the top, there are four balance boxes: Vacation Balance (36.76), Sick Leave Balance (7.43), and Holiday Balance (8.00). Below these are tabs for Attendance, Balances, Leave Requests, and FMLA Hours, with a "Request Leave" button. A date range selector is set to "Most Recent". Below the summary is a table showing the accrual history for various leave types.

Leave Type	Balance
Vacation Balance	36.76
Sick Leave Balance	7.43
Holiday Balance	8.00

Description	Earned	Taken	Adjustments	Balance
<b>Current Balance</b>				<b>36.76</b>
<b>Balance 12.31.2019</b>				<b>36.76</b>
12.30.2019 - Accrual for week2 period ending 12/28/2019	3.23			36.76
12.30.2019 - Accrual for week1 period ending 12/21/2019	3.23			33.53
12.30.2019 - Taken for period ending 12/28/2019		9.58		30.30
12.17.2019 - Accrual for week2 period ending 12/14/2019	3.23			39.88
12.17.2019 - Accrual for week1 period ending 12/07/2019	3.23			36.65
12.17.2019 - Taken for period ending 12/14/2019		22.63		33.42
12.03.2019 - Accrual for week2 period ending 11/30/2019	3.23			56.05
12.03.2019 - Accrual for week1 period ending 11/23/2019	3.23			52.82
12.03.2019 - Taken for period ending 11/30/2019		8.00		49.59
<b>Balance 11.30.2019</b>				<b>57.59</b>
11.19.2019 - Accrual for week2 period ending 11/16/2019	3.23			57.59

## Leave Requests

### Submitting Leave Requests

Employees can request time off by selecting the "Request Leave" button. It will then walk the employee through the leave request wizard set up by your organization. Employees can still view the amount of leave available, and all pending and approved future requests on this page while they complete the wizard.

#### Step 1: Reason

Select the reason for the request. Add any comments and click "Next".

#### LEAVE REQUESTS

36.76 Vacation Balance 7.43 Sick Leave Balance 8.00 Holiday Balance

Attendance Balances Leave Requests FMLA Hours Request Leave

**REQUEST LEAVE**

1. Reason 2. Dates 3. Pay 4. Summary

Vacation 1/24/2020 - 1/24/2020 Previous Next

Which dates would you like to request off?

Date From: 1/24/2020 Date To: 1/24/2020

January 2020 February 2020

29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Leave requests pending approval Approved leave requests Center Closure Day Staff development class scheduled (Not implemented)

What is your reason for this Leave Request?

☐ Bereavement  
☐ Care of Family Member  
☐ Jury Duty  
☐ Military  
☐ Sick  
☒ Vacation

Additional Comments

#### Step 2: Dates

From this view, select whether it is one day or multiple days. Type the dates for the request or select them on the calendar. The calendar is to view pending leave requests, approved leave requests, company holidays, and scheduled company closures.

**Note:** Staff trainings are only viewable if utilizing the Learning Management module.

#### LEAVE REQUESTS

36.76 Vacation Balance 7.43 Sick Leave Balance 8.00 Holiday Balance

Attendance Balances Leave Requests FMLA Hours Request Leave

**REQUEST LEAVE**

1. Reason 2. Dates 3. Pay 4. Summary

Vacation 1/24/2020 - 1/24/2020 Previous Next

Which dates would you like to request off?

Date From: 1/24/2020 Date To: 1/24/2020

January 2020 February 2020

29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Leave requests pending approval Approved leave requests Center Closure Day Staff development class scheduled (Not implemented)

#### Step 3: Pay

The next screen will ask for the total number of hours that are being requested for each leave type and how the employee would like to pay for the request.

**Note:** The options available to pay for different leave reasons are set up by your organization.

#### LEAVE REQUESTS

36.76 Vacation Balance 7.43 Sick Leave Balance 8.00 Holiday Balance

Attendance Balances Leave Requests FMLA Hours Request Leave

**REQUEST LEAVE**

1. Reason 2. Dates 3. Pay 4. Summary

Vacation 1/24/2020 - 1/24/2020 Previous Next

How would you like to pay for this request?

Date	Vacation	Leave without pay	Total
Fri Jan 24 2020	8.00		8.00
<b>Total</b>	<b>8.00</b>	<b>0.00</b>	<b>8.00</b>

## Step 4: Summary

The last screen will allow employees to review their leave request and upload any documents needed. When finished, click "Submit".

### LEAVE REQUESTS

36.76

Vacation Balance

7.43

Sick Leave Balance

8.00

Holiday Balance

Attendance Balances Leave Requests FMLA Hours
Request Leave

REQUEST LEAVE

1. Reason 2. Dates 3. Pay 4. Summary

Vacation 1/24/2020 - 1/24/2020 8.00 Hours

Please review the request's details before submitting.  
You are requesting Vacation leave for 01/24/2020.

ATTACHMENTS

Please add any relevant attachments.  
Upload a file

PAY OUT SUMMARY

## Reviewing Leave Requests

Use the filter options to see Current or Future requests and Historical leave requests by selecting "All" in the dropdown.

### "Current or Future" view

Attendance Balances Leave Requests FMLA Hours
Request Leave

Current or Future

Leave Reason	Approval Status	Leave Dates
Sick	Pending workflow	Tuesday, January 21, 2020
Vacation	Pending Jacklyn Tolson	Monday, January 27, 2020
Vacation	Approved	Friday, February 21, 2020
Vacation	Denied	Tuesday, July 28, 2020

### "All" view

Attendance Balances Leave Requests FMLA Hours
Request Leave

All

Leave Reason	Approval Status	Leave Dates
Vacation	Approved	Thursday, August 29, 2019
Vacation	Approved	Tuesday, September 10, 2019
Vacation	Approved	Friday, September 27, 2019
Vacation	Approved	Tuesday, October 22, 2019
Vacation	Approved	Thursday, November 21, 2019 to Friday, November 22, 2019
Vacation	Denied	Friday, December 13, 2019
Vacation	Approved	Friday, December 13, 2019 to Monday, December 16, 2019
Vacation	Approved	Friday, December 20, 2019
Sick	Approved	Thursday, January 2, 2020
Vacation	Approved	Friday, January 3, 2020

## Cancelling Leave Requests

When a leave request can be cancelled by the employee:

- When the request is submitted and pending the manager for approval, the employee can still cancel the request by clicking the "X".
- When the request has been approved and the requested day has not occurred yet, the employee can still cancel the request by clicking the "X".

o i.e. Today is January 17th, and the approved request is for February 21st

Attendance Balances Leave Requests FMLA Hours
Request Leave

Current or Future

Leave Reason	Approval Status	Leave Dates
Sick	Pending workflow	Tuesday, January 21, 2020
Vacation	Pending Jacklyn Tolson	Monday, January 27, 2020
Vacation	Approved	Friday, February 21, 2020
Vacation	Denied	Tuesday, July 28, 2020

When the request is cancelled the employee will place a reason for the cancellation and the request will say "Delete Pending". This means it is going back through workflow to the supervisor for approval.

**CANCEL LEAVE REQUEST**

Please provide some information as to why you would like to cancel this leave request.

No longer needed.

Cancel Submit

Attendance Balances **Leave Requests** FMLA Hours Request Leave

Current or Future

**LEAVE REQUESTS**

Leave Reason	Approval Status	Leave Dates
Sick	Pending workflow	Tuesday, January 21, 2020
Vacation	Pending Jacklyn Tolson	Monday, January 27, 2020
Vacation	Delete pending	Friday, February 21, 2020
Vacation	Denied	Tuesday, July 28, 2020

When a leave request cannot be cancelled by the employee:

- If the request says "Pending workflow". The request will need to complete processing until it can be deleted, as long as the day has not occurred yet.
- If the request has been approved but the day has already occurred.

o i.e. Today is January 17th, and the approved request is for January 14th

**Note:** If the leave cannot be cancelled and needs to be adjusted, the manager can make the adjustments on the employee's timesheet.

Attendance Balances **Leave Requests** FMLA Hours Request Leave

Current or Future

**LEAVE REQUESTS**

Leave Reason	Approval Status	Leave Dates
Vacation	Denied	Monday, January 6, 2020 to Monday, January 13, 2020
Sick	Pending workflow	Tuesday, January 21, 2020
Vacation	Pending Jacklyn Tolson	Monday, January 27, 2020
Vacation	Pending Jacklyn Tolson	Friday, February 21, 2020
Vacation	Denied	Tuesday, July 28, 2020

## Manage My Direct Deposit

Employees can manage their bank account and direct deposit information from this page.

- To add a new direct deposit bank entry, click "Add New Account". Complete the form and click "Save". Most agencies "prenote", which means that the first check for the new direct deposit account added will be sent to the employee via mail. A \$0.00 transaction hits the bank account to ensure that the bank account and routing information provided is correct.

- To edit an account number, routing number, or amount/percent for a bank entry, click on the pencil icon. Simply edit the information and click on the "Save" button when finished.

- To delete the account, click on the "X".

- Click on the black arrows to change the priority of the bank entries.

o For example, let's say an employee has a savings account that should have \$300 of their check go into it first, and the remainder to go into their checking account. However, the employee goes on leave and only has a \$200 paycheck, it will only deposit in the savings account since it is the first bank account listed. There is not enough to satisfy the \$300 request, therefore, no funds be deposited into the checking account since it is the second bank account listed.

### DIRECT DEPOSIT

Net pay is applied to direct deposit sequentially in the order of the below bank accounts. Percentage Direct Deposits and Flat Dollar Direct Deposits cannot be combined.

Add New Account

**NEW DIRECT DEPOSIT** Upload a file

Bank Routing

Bank Name

Account Number

Account Type

Will this deposit be a dollar amount or a percentage?  
☒ Dollar Amount (\$) ☐ Percentage (%)

What Dollar Amount would you like to deposit?  
☒ All ☐ Partial

Will this account prenote?  
☒ Yes ☐ No

Cancel Save



## Check Splitting Options

If employees are adding multiple accounts, they can choose to split the funds with specific dollar amounts or a percentage split.

### Dollar Split

Employees can choose to designate a specific dollar amount to one or more account and have the remainder of their check go to a specific account.

#### DIRECT DEPOSIT

Net pay is applied to direct deposit sequentially in the order of the below bank accounts. Percentage Direct Deposits and Flat Dollar Direct Deposits cannot be combined.

[Add New Account](#)

##### FLORIDA STATE CU

Bank Routing:	Account Number:	AccountType	Prenotes	Amount	
263182545	31740	Savings	No	\$100.00	↓

##### FLORIDA STATE CU

Bank Routing:	Account Number:	AccountType	Prenotes	Amount	
263182545	80317409	Checking	No	Remainder	↑

### Percentage Split

The different accounts must add up to 100%. See example below there are three accounts but all add up to 100% to ensure the entire check amount will be covered.

#### DIRECT DEPOSIT

Net pay is applied to direct deposit sequentially in the order of the below bank accounts. Percentage Direct Deposits and Flat Dollar Direct Deposits cannot be combined.

[Add New Account](#)

##### BANK OF AMERICA

Bank Routing:	Account Number:	AccountType	Prenotes	Amount	
021000322	7234689078	Checking	No	50.00 %	↓

##### BANK OF AMERICA

Bank Routing:	Account Number:	AccountType	Prenotes	Amount	
021000322	12325677654312311	Checking	Yes	10.00 %	↑

##### BANK OF AMERICA - VIRGINIA

Bank Routing:	Account Number:	AccountType	Prenotes	Amount	
111000025	55443241444	Checking	No	40.00 %	↑

## W-4 and Taxes

Employees can view and edit their W-4 withholding status see a description of other taxes paid by the employee and employer, and check on state and federal tax withholdings.

#### FEDERAL WITHHOLDING CERTIFICATE

Filing Status	Married
Total number of allowances	0
Employee has written Exempt on line 7 of the W-4	<input type="checkbox"/>
Additional Amount	\$ 100
<a href="#">Fill out a new W4</a>	

#### STATE WITHHOLDING CERTIFICATE - NY

Marital Status	Married
Allowances	0
Exempt	<input type="checkbox"/>
Additional Amount Type	<input checked="" type="radio"/> Dollar (\$) <input type="radio"/> Percent (%)
Additional Withholding Per Pay Period	\$ 75
Select Employee's Location	Select...
Additional Local Withholding	0.00
New York City Allowances	
<a href="#">Submit</a>	

#### OTHER TAXES

Description	Paid By	Status	Exemption Status	Wage Limit
Federal Medicare Tax	Employee, Matched by Employer	Active	Not Exempt	No Limit
Federal Social Security Tax	Employee, Matched by Employer	Active	Not Exempt	\$137,700.00
New York Disability	Employer	Active	Not Exempt	No Limit

To change filing status and number of allowances, click on the orange "Fill out a new W4" button to fill out a new W-4. Once employees have completed the form, click "Submit".

**FEDERAL WITHHOLDING CERTIFICATE**

**Step 1: Enter Personal Information**

Filing Status:

**Complete Steps 2–4 ONLY if they apply to you.**

**Step 2: Multiple Jobs or Spouse Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3–4) accurate withholding;

or

(b) Use the Multiple Jobs Worksheet and enter the result in Step 4(c) below for roughly accurate withholding;

or

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . . . ☐

**Complete Steps 3–4(b) for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) for the highest paying job.)

**Step 3: Claim Dependents**

Multiply the number of qualifying children under age 17 by \$2,000

Multiply the number of other dependents by \$500

Total \$0.00

**Step 4 (optional): Other Adjustments**

Other income (not from jobs)

Deductions

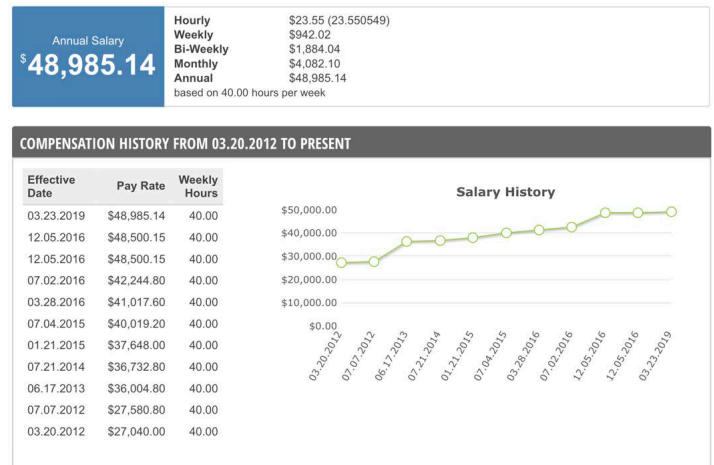
Extra Withholding

To claim exemption from withholding, write "Exempt"

## Compensation

The compensation page will display the employee's current compensation, along with any special pay rates associated with their current assignment. The Historical Pay Rates provides a detailed list of the effective date and pay rate associated with that time frame. The graph provides a visual display of historical compensation.

## COMPENSATION



## Timesheets

Employees can access submitted and unsubmitted timesheets. Also, submission and approval statuses and dates for each timesheet period are viewable for current and prior weeks. Employees can also access their timesheet for the current period from the "My Timesheet" QuickLink located on the right-hand side of the homepage.

**ALLEN'S HEALTHCARE**

Welcome, Greg!

HOME MY e3

**Monday Morning Mentoring**

Sign up for a coffee meeting with a member of our senior leadership team. This new

**VERIFY YOUR SOCIAL SECURITY NUMBER**

**QUICKLINKS**

- e3 Community
- My Pay Stubs
- Request My Leave
- My Management Dashboard
- My Team's Leave Requests
- My Weekly Timesheet
- My Compliance
- Approvals
- My Timesheets
- Timesheet Approvals2
- Pulse Survey

**FORMS**

**EXTERNAL LINKS**

**BENEFITS**

## TIMESHEETS

TIMESHEETS							
Time Period	Status	Tardies	Days w/ Hrs	Worked Hrs	Non-worked	Total Hrs	Other Amounts
02.02-02.15	<div>● Submission due by 02.17 at 10:00AM</div> <div>● Approval due by 02.17 at 5:00PM</div>	0	0	0.00	0.00	0.00	0.00
01.19-02.01	<div>● Submission due by 02.03 at 10:00AM</div> <div>● Approval due by 02.03 at 5:00PM</div>	0	1	8.00	0.00	8.00	0.00
01.05-01.18	<div>● Submitted by GO</div> <div>● Approved on time</div>	0	10	80.00	0.00	80.00	95.00
12.22-12.26	<div>● Submitted by GO</div> <div>● Approved late</div>	0	4	32.00	0.00	32.00	0.00
12.08-12.21	<div>● Submitted by GO</div> <div>● Approved on time</div>	0	9	72.00	0.00	72.00	0.00
11.24-12.07	<div>● Submitted by GO</div> <div>● Approved on time</div>	1	8	54.00	8.00	62.00	0.00
		1	32	246.00	8.00	254.00	95.00

Clicking on any of the timesheets in the list will open-up the Timesheet Detail page. Here, you will see a summary of the Worked and Non-Worked hours, as well as Submission Status and Leave Balances displayed at the top of the page. Just below, you will see the “FROM [DATE] to [DATE]” indicating the pay period for which the information and timesheet is displaying. You can toggle through previous and future timesheets by using the orange arrows on either side of the date bar.

HOME

MY e3

TIMESHEET DETAILS

Back

Week Ending 01.25.2020

Worked hours16.00  
Non-worked hours0.00  
Amounts0.00

Week Ending 02.01.2020

Worked hours0.00  
Non-worked hours0.00  
Amounts0.00

Awaiting Submission

● Not submitted

● Awaiting submission before approval

● Pending Affirmation...

Submit & Affirm

Leave Balances

PTO92.00  
Sick Leave0.00  
Holiday0.00  
reduced by leave time through 12.07.2019

Day View

Week View

Calendar View

Clock Punches

Effort Report

◀ FROM 01.19.2020 TO 02.01.2020 ▶

Sun

Mon

Tue

Wed

Thu

Fri

Sat

◀ + more

19

◀ + more

20

◀ + more

21

◀ + more

22

◀ + more

23

◀ + more

24

◀ + more

25

AM 1

AM 2

AM 3

AM 4

8:00 AM 1

12:00 PM 1

1:00 PM 1

5:00 PM 1

4.00

4.00

4.00

4.00

Non-Worked: 0.00

Total: 0.00

AM 1

AM 2

AM 3

AM 4

8:00 AM 1

12:30 PM 1

1:00 PM 1

4:30 PM 1

4.50

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

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Non-Worked: 0.00

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Non-Worked: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

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Non-Worked: 0.00

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Non-Worked: 0.00

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Non-Worked: 0.00

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Non-Worked: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

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Non-Worked: 0.00

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Non-Worked: 0.00

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Non-Worked: 0.00

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Non-Worked: 0.00

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Non-Worked: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

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Non-Worked: 0.00

Total: 0.00

AM 1

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When viewing and submitting your timesheets, there are a few different views to choose from:

- Day View
- Week View
- Calendar View
- Clock Punches

## Day View

The Day View of the timesheet will display total number of worked and non-worked time over the timesheet period, as well as pay types, shifts, the total number of hours, and the amount. To view the details of the day, click on the document icon next to each of the days you need to view.

Day View Week View Calendar View Clock Punches						
FROM 01.13.2020 TO 01.26.2020						
Date	Worked	Non-worked	Total	Dollar Amounts	Pay Type	Shift Hours/Amt
Mon 01.13	9.38	0.00	9.38	0.00	Worked	28.15
Tue 01.14	0.00	8.00	8.00	0.00	Holiday	8.00
Wed 01.15	9.43	0.00	9.43	0.00	Vacation	16.00
Thu 01.16	9.33	0.00	9.33	0.00		
Fri 01.17	0.00	8.00	8.00	0.00		
Sat 01.18	0.00	0.00	0.00	0.00		
Sun 01.19	0.00	0.00	0.00	0.00		
Mon 01.20	0.00	8.00	8.00	0.00		
Tue 01.21	0.00	0.00	0.00	0.00		
Wed 01.22	0.00	0.00	0.00	0.00		
Thu 01.23	0.00	0.00	0.00	0.00		
Fri 01.24	0.00	0.00	0.00	0.00		
Sat 01.25	0.00	0.00	0.00	0.00		
Sun 01.26	0.00	0.00	0.00	0.00		
	28.15	24.00	52.15	0.00	Total Hours:	52.15
					Total Amount:	0.00

## Week View

The Week View shows the in and out times, the shifts, job, and cost centers. To view further details of the day, click on the document icon next to each of the days you need to view. The details will show notes, who can approve the transaction, labor distribution, editability, and any historical changes.

Day View Week View Calendar View Clock Punches						
FROM 01.13.2020 TO 01.26.2020						
Date	Worked	Non-worked	Total	Dollar Amounts	Pay Type	Shift Hours/Amt
Mon 01.13	9.38	0.00	9.38	0.00	Worked	28.15
Tue 01.14	0.00	8.00	8.00	0.00	Holiday	8.00
Wed 01.15	9.43	0.00	9.43	0.00	Vacation	16.00
Thu 01.16	9.33	0.00	9.33	0.00		
Fri 01.17	0.00	8.00	8.00	0.00		
Sat 01.18	0.00	0.00	0.00	0.00		
Sun 01.19	0.00	0.00	0.00	0.00		
Mon 01.20	0.00	8.00	8.00	0.00		
Tue 01.21	0.00	0.00	0.00	0.00		
Wed 01.22	0.00	0.00	0.00	0.00		
Thu 01.23	0.00	0.00	0.00	0.00		
Fri 01.24	0.00	0.00	0.00	0.00		
Sat 01.25	0.00	0.00	0.00	0.00		
Sun 01.26	0.00	0.00	0.00	0.00		
	28.15	24.00	52.15	0.00	Total Hours:	52.15
					Total Amount:	0.00

## Calendar View

The Calendar View option will show a consolidated and stacked two-week view, which is helpful for viewing timesheets over more than a one-week period. It also highlights the day in blue if it was a holiday. If the employee has editing capabilities, they can edit time on this view by simply clicking into the cells next to Worked or Non-Worked Time and the Total cell will calculate automatically or click on the “+ more” link to view and edit that day.

Day View Week View **Calendar View** Clock Punches

FROM 01.13.2020 TO 01.26.2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
7 45 AM 2 5 08 PM 2 Non-Worked: 9.38 Total: 9.38	13 7 53 AM 2 5 19 PM 2 Non-Worked: 8.00 Total: 8.00	14 7 53 AM 2 5 19 PM 2 Non-Worked: 8.00 Total: 8.00	15 7 50 AM 2 5 10 PM 2 Non-Worked: 9.43 Total: 9.43	16 7 50 AM 2 5 10 PM 2 Non-Worked: 9.33 Total: 9.33	17 7 50 AM 2 5 10 PM 2 Non-Worked: 8.00 Total: 8.00	18 7 50 AM 2 5 10 PM 2 Non-Worked: 8.00 Total: 8.00
19 7 50 AM 2 5 10 PM 2 Non-Worked: 8.00 Total: 8.00	20 7 50 AM 2 5 10 PM 2 Non-Worked: 8.00 Total: 8.00	21 7 50 AM 2 5 10 PM 2 Non-Worked: 8.00 Total: 8.00	22 7 50 AM 2 5 10 PM 2 Non-Worked: 8.00 Total: 8.00	23 7 50 AM 2 5 10 PM 2 Non-Worked: 8.00 Total: 8.00	24 7 50 AM 2 5 10 PM 2 Non-Worked: 8.00 Total: 8.00	25 7 50 AM 2 5 10 PM 2 Non-Worked: 8.00 Total: 8.00
26 7 50 AM 2 5 10 PM 2 Non-Worked: 8.00 Total: 8.00						

## Effort Report View

If you are an employee that must complete an Effort Report you will be able to review and complete it under the Effort Report view. The Effort Report shows hours worked versus hours allocated. e3 will not allow employees requiring effort reports to submit their timesheet until the effort report is “balanced”, meaning they have allocated all of their worked time. If there is a correction flag for “Effort Report Out of Balance”, it means that some of the days are not filled in. The effort report will have red dots next to the days not in balance, as shown below.

HOME MY e3

**TIMESHEET DETAILS**

Week Ending 01.25.2020	Week Ending 02.01.2020	1 Correction Needed	Leave Balances
Worked hours: 16.00 Non-worked hours: 0.00 Amounts: 0.00	Worked hours: 0.00 Non-worked hours: 0.00 Amounts: 0.00	Effort Report Out Of Balance	PTO: 92.00 Sick Leave: 0.00 Holiday: 0.00 reduced by leave time through 12.07.2019

Day View **Week View** Calendar View Clock Punches Effort Report

Effort Report for Greg Olsen from January 19, 2020 to February 1, 2020

Save Out of balance Day in balance Day out of balance

This grid displays only hours worked. Other paid time is not included in the effort report but will be paid as per the timesheet.

Cost Center	Total	Sun 01/19 2020	Mon 01/20 2020	Tue 01/21 2020	Wed 01/22 2020	Thu 01/23 2020	Fri 01/24 2020	Sat 01/25 2020	Sun 01/26 2020	Mon 01/27 2020	Tue 01/28 2020	Wed 01/29 2020	Thu 01/30 2020	Fri 01/31 2020	Sat 02/01 2020
Hours Worked	16.00	8.00	8.00												
Hours Allocated	8.00	8.00	8.00												
Critical Care Housin	8.00	3.00													
Administrative S	5.00	5.00													

## Editing Timesheets

Keep in mind that in any of the views, adding time or editing time may be disabled if your timesheet has already been submitted. If the Submission Status bar at the top of the page is green, it is indicating that your timesheet has already been submitted. You may be able to change your submitted timesheet before payroll is run by contacting your supervisor and asking them to “unsubmit” your timesheet to allow for editing and resubmission.



### Note:

The ability for an employee to add or edit time directly on their timesheet is determined by the organization. Those that have the ability to add time will see the “Add Time” button on their timesheets. To edit the time, click on the document icon next to each of the days you need to edit. For those that cannot add or edit time to the timesheet, if the timesheet has not been submitted yet, you may contact your supervisor and ask them to edit any time entry necessary. Any entry edited by anyone other than the employee will highlight the time entry in blue. The employee can click on that time to view who made the change:



Day View **Week View** Calendar View Clock Punches

Show Shifts (Gray Fields Read Only) FROM 01.13.2020 TO 01.26.2020

Week Ending 01.19.2020

Day	Type	In	Out	Hrs/Amt	Shift	Job	Charged Position	Pay Type	Shift	Hours/Amt
Mon 01.13	Regular	7:45 AM	5:08 PM	9.38	HRA	8		Regular		28.15
Tue 01.14	Vacation			8.00	HRA	8		Vacation		16.00
Wed 01.15	Regular	7:53 AM	5:19 PM	9.43	HRA	8				
Thu 01.16	Regular	7:50 AM	5:10 PM	9.33	HRA	8				
Fri 01.17	Vacation			8.00	HRA	8				
Total Worked Hours: 28.15 Total Other Hours: 16.00 Total Hours: 44.15 Total Amount: 0.00										44.15 0.00

## Timesheet Corrections

Before a timesheet can be submitted and approved, make sure to address any corrections being noted in the status bar. See example below.

Week Ending 01.19.2020	Week Ending 01.26.2020	1 Correction Needed	Leave Balances
Worked hours: 18.82 Non-worked hours: 8.00 Amounts: 0.00	Worked hours: 0.00 Non-worked hours: 8.00 Amounts: 0.00	Missing Punches	Vacation: 84.47 Sick: 101.50 Bereavement: 40.00 Staff Development: 40.00 Holiday: 0.00 Pre-Dis. Vacation: 0.00 Reduced by leave time through 01.26.2020

Day View Week View **Calendar View** Clock Punches

FROM 01.13.2020 TO 01.26.2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	7:45 AM IN 5:08 PM OUT 9.38	7:53 AM IN 5:19 PM OUT 9.43	7:50 AM IN 5:10 PM OUT 9.33			
	Non-Worked: 9.38	Non-Worked: 8.00	Non-Worked: 9.43	Non-Worked: 9.33	Non-Worked: 8.00	Non-Worked: 8.00

## Clock Punches View

If you are an employee that uses ePunch to clock in and out each day, you will find a record of your punches under the Clock Punches view for review and editing before submission. The punches from the Clock Punch View will provide the date, the time, the direction (in, out, transfer), the sources of the punch (IP address), and any notes regarding the punch.

**NOTE:** Some organizations set up IP Filters to restrict employees to clocking in from specified locations.

Day View Week View Calendar View **Clock Punches**

FROM 01.13.2020 TO 01.26.2020

Date	Time	Direction	Source	Note	File
Mon 01.13	7:45 AM	IN	66.210.30.12 (Not Found)	This punch has been posted to the timesheet.	
Mon 01.13	5:08 PM	OUT	66.210.30.12 (Not Found)	This punch has been posted to the timesheet.	
Wed 01.15	7:53 AM	IN	66.210.30.12 (Not Found)	This punch has been posted to the timesheet.	
Wed 01.15	5:19 PM	OUT	66.210.30.12 (Not Found)	This punch has been posted to the timesheet.	
Thu 01.16	7:50 AM	IN	66.210.30.12 (Not Found)	This punch has been posted to the timesheet.	
Tue 01.21	7:52 AM	IN	66.210.30.12 (Not Found)	This punch has been posted to the timesheet.	

## Using ePunch

If you are designated to use ePunch, you will be issued a specific login letter to use for clocking in and out. Depending on your organization's configurations, you may clock in using a mounted touch screen or shared computer, your personal computer, or your mobile device. Key in the User ID and PIN that appears on the ePunch Login Letter, then select Punch In, Punch Out, or Transfer.

ePunch Tuesday, January 21, 2020 11:38:24 AM

Host AHI User ID  PIN

1	2	3	Enter	HELLO! PUNCH IN
4	5	6	Clear	GOODBYE! PUNCH OUT
7	8	9	Space	TRANSFER
.	0	←	Backspace	RESET

DATIS

**Note on using the Transfer button:** In order to transfer, the employee must be first punched in. If the employee tries clicking transfer when they are currently punched out, they will get an error message that says they need to be punched in. Once the employee is punched in and ready to transfer, they can click the "Transfer" button and choose where to transfer to. That will punch the employee out of the last punch and automatically punch them in to the new location. To end the time at that location, they need to punch out. Or if the employee is punched in and ended up punching out before they transferred, then they will need to punch back in to transfer.

**Note:** The transfer options shown below are customized by your organization.

1 2 3 Enter HELLO! PUNCH IN

Transfer Labor Assignment

**Job**  
From: Payroll Specialist To: PS: Payroll Specialist

**Charged Position**  
From: Payroll Specialist To: 6: Payroll Specialist

**Funding Source**  
From: Administrative To: ADM: Administrative

CANCEL TRANSFER

## Pay Stubs

Click on the check number to view more detailed information regarding how the net pay was calculated. Utilize the drop-down menu to filter pay information from a previous year. To print a copy, click the "Print" button in the top right. Clicking the Excel icon next to the date range drop down menu will download the pay information into an Excel document.

PAY STUBS				
<div> <div>Most Recent</div> <div>Last 12 Months</div> <div>All</div> <div>01.17.2020</div> <div>12.31.2019</div> <div>12.20.2019</div> <div>12.06.2019</div> </div>	<div>NET PAY</div> <div>\$2,503.81</div>	<div>Check Number</div> <div>D005061</div> <div>Batch</div> <div>0418</div> <div>Employee No</div> <div>4649</div> <div>SSN</div> <div>XXX-XX-3662</div> <div>Pay Date</div> <div>01.17.2020</div> <div>Period Ending</div> <div>01.11.2020</div>	<div>Download</div> <div>Print</div>	
JACKLYN TOLSON'S PAY STUB				
Earnings	Hours	Rate	Amount	YTD Amount
Week 1				
Regular	40.00	46.07	1,842.80	0.00
Week 2				
Sick	2.50	46.07	115.19	115.19
Holiday	24.00	46.07	1,105.68	1,105.68
Mental Health	8.00	46.07	368.56	368.56
Regular	5.50	46.07	253.39	2,096.19
Month				
GTL Taxable Income		0.00	9.83	9.83
Total Earnings			3,685.62	3,685.62
Taxes	Filing	Extra Tax	Amount	YTD Amount
Federal Income Tax	S-0		492.15	492.15
Federal Medicare			48.40	48.40
Federal Social Security			0.00	0.00
TX Income Tax			0.00	0.00
Total Taxes			540.55	540.55
Deductions			Amount	YTD Amount
005 Loan 5			63.58	63.58
403(b)			221.14	221.14
FSA Healthcare			60.00	60.00
Loan Fee 1			1.93	1.93
Medical and Dental			297.23	297.23
Total Deductions			643.88	643.88
Direct Deposits			Amount	

## W-2's

Employees who have elected to receive electronic W-2s will be notified via e-mail that they are available. They can be found on this page along with historical W-2s. To view or download the W-2, click on the blue buttons. The document will automatically download to the "Downloads" folder on the computer.

## W2 AND RELATED RETURNS

W2 AND RELATED RETURNS				
Year	Company Name	Description		
2015	Allen's Healthcare	W-2c for 2015	<a href="#">View</a>	<a href="#">Download</a>
2013	Allen's Healthcare	W-2 for 2013	<a href="#">View</a>	<a href="#">Download</a>
2012	Allen's Healthcare	W-2 for 2012	<a href="#">View</a>	<a href="#">Download</a>
2011	Allen's Healthcare	W-2 for 2011	<a href="#">View</a>	<a href="#">Download</a>
2010	Allen's Healthcare	W-2 for 2010	<a href="#">View</a>	<a href="#">Download</a>
2009	Allen's Healthcare	W-2 for 2009	<a href="#">View</a>	<a href="#">Download</a>

## Benefits

Employees will enroll in benefits using the Enrollment Wizard when they are finalized as a new hire and each year during open enrollment. Once employees are eligible, the open enrollment icon will appear on the home screen. Benefit elections end each plan year and begin again after open enrollment. This page simply provides a summary of the elections that employees have made.

The employee amount is being deducted per pay period out of an employee's paycheck. The plan election will tell employees which carrier that particular benefit is through. Employees can add or modify beneficiaries at any time by clicking the avatar icon, as well as access plan documents and plan websites outside of the open enrollment period by clicking the document icon. Employees can also view elected annual goal amounts for HSA and FSA plans. For Evidence of Insurability, the e3 system will highlight benefit costs in orange that are due to change if the requested coverage amount is approved.



## BENEFITS

**MY BENEFITS COST**  
**\$357.23**  
 Employer Cost - \$241.60  
 Total Cost - \$598.83  
 per bi-weekly pay period

Period 01.01.2020 to 08.31.2020

---

**AGENCY PAID AD&D**

Agency Paid AD&D	Employee Amount	Employer Amount
Coverage Amount	\$192,000.00	\$ 0.00
Coverage Status	Effective since 09/01/2019	\$ 1.77

**Primary Beneficiaries**  
 100% allotted to Jeremy Tolson, Spouse

**Secondary Beneficiaries**  
 You have no secondary beneficiaries

---

**AGENCY PAID LIFE**

Agency Paid Life	Employee Amount	Employer Amount
Coverage Amount	\$192,000.00	\$ 0.00
Coverage Status	Effective since 09/01/2019	\$ 12.41

**Primary Beneficiaries**  
 100% allotted to Jeremy Tolson, Spouse

**Secondary Beneficiaries**  
 You have no secondary beneficiaries

---

**AGENCY PAID LTD**

Agency Paid LTD	Employee Amount	Employer Amount
Coverage Amount	\$4,791.31 monthly	\$ 0.00
Coverage Status	Effective since 09/01/2019	\$ 15.11

---

**DENTAL**

Delta Dental PPO	Employee Amount	Employer Amount
Coverage	Family	\$ 12.38
Coverage Status	Effective since 01/01/2016	\$ 53.66

**Covered Dependents:**  
 Matthew Tolson, Child  
 John Tolson, Child  
 Jeremy Tolson, Spouse  
 Bo Tolson, Child

---

**FLEXIBLE SPENDING ACCOUNT**

Flexible Spending Account	Employee Amount	Employer Amount
Coverage Status	Effective since 01/01/2012	\$ 26.92
Annual Amount Elected	\$700.00	\$ 0.00

---

**HEALTH SAVINGS ACCOUNT**

HSA Individual	Employee Amount	Employer Amount
Coverage Status	Effective since 01/01/2016	\$ 38.46
Annual Amount Elected	\$1,000.00	\$ 38.46

---

**VISION**

United Healthcare Vision Elite	Employee Amount	Employer Amount
Coverage	Family	\$ 10.49
Coverage Status	Effective since 01/01/2016	\$ 22.73

**Covered Dependents:**  
 Matthew Tolson, Child  
 John Tolson, Child  
 Jeremy Tolson, Spouse  
 Bo Tolson, Child

## Family/Dependents

Employees can edit, add, and delete dependents from this page.

## DEPENDENTS

<b>18</b> Years old	Matthew Tolson Child	<b>20</b> Years old	John Tolson Child	<b>40</b> Years old	Jeremy Tolson Spouse
<b>6</b> Years old	Bo Tolson Child	<b>3</b> Years old	Johnny Doe Child		

[Add New Dependent](#)

- To edit the information, click on the dependent name, edit the information on the right, and click "Save".

**MATTHEW TOLSON**

First name: Matthew Middle name: Last name: Tolson

SSN: Birth Date: 07/14/2001 Gender: ☐ Male ☐ Female

Relationship: Child ☐ Child is a full-time student

☐ Use same address as employee?

Street 1: 8996 Waukeena Hwy Street 2:

City: Monticello State: FL Zip: 32344

Phone: (813)584-7633

☐ Lives in Household

[Cancel](#) [Update](#)

**REQUEST CHANGE IN BENEFITS**

Reason: Select a Reason Effective Date:

Attachment:  
[Upload a file](#)

[Submit](#)

- To add a dependent, click the “Add a Dependent” button. Select a reason for the addition from the drop down. Depending on the reason, supporting documentation may be required. For example, the birth of a child requires a birth certificate. Click “Choose File” to upload a copy of the supporting document. If the address is the same as the employee, check the box next to words “Use employee address?”. Click “Save”.

**ADD A DEPENDENT/ SPOUSE**

First name  Middle name  Last name

SSN  Birth Date  Gender ☐ Male ☐ Female

Relationship   
 Choose a relationship

☐ Use same address as employee?

Street 1  Street 2

City  State  Zip

Phone

☐ Lives in Household

Reason  Effective Date

Attachment   
 Upload a file

Cancel  Update

- To remove a dependent that is no longer a qualifying dependent, click on the dependent and submit the request for change in benefits. This will go through a workflow for your benefits administrator to review.

**REQUEST CHANGE IN BENEFITS**

Reason  Effective Date

Attachment   
 Upload a file

Submit

## Company Property

If company property has been issued through e3, it will be available to view by clicking on Company Property in My e3. Click on the company property type to view more details. When the company has assigned new company property type to an employee it will come up as an acknowledgement for employee to acknowledge receipt of the company property.

### COMPANY PROPERTY

**PROPERTY COUNT**  
4

**Cell Phone**

**Laptop**

Type	Laptop
Make	Dell
Model	Latitude e6420
Serial #	A1000A
Asset #	A1000A
Assignment	Assigned to Suzie Cohen since 06.15.2016
Acknowledgement	Suzie Cohen acknowledged receipt on 01.04.2017

**Credit Card**

**Keys**

**Acknowledge Receipt of Company Property**

Make Apple

Model iPad Pro

Serial # 2323423424324

Asset # 234234234

Assigned to Suzie Cohen since 01.21.2020

☒ By placing a check here, I acknowledge the content above.

I acknowledge  Do this later



## Performance

This page is designed to view individual employee's appraisal information.

- Evaluations in a red box are not completed by the reviewer and considered past the indicated scheduled date, meaning the due date.
- Evaluations in an orange box are upcoming appraisals to be completed.
- Employees can view their historical appraisals from this page by clicking on the ones that say "Complete" or show the completed star ratings.
- Evaluations with the "waiting employee acknowledgment" message means the evaluation as been completed by the reviewed and released to the employee to acknowledge receipt of completed evaluation. The acknowledgement will show on the employee's home page or they can click on the message to acknowledge.

## Credentials

Employees can view their credentials, as well as monitor when they are expiring.

### CREDENTIALS

☐ Show History ☐ Show Deleted Records

Req	Description	Credential Number	Issue Date	Expires	Docs Completed	
Yes	Employment Eligibility Verific...					
No	Personal Auto Insurance	104631406089001	11.02.2017	11.02.2018	Yes	<a href="#">Details</a>
Yes	Drivers License	N7483728293		04.11.2019	Yes	<a href="#">Details</a>
Yes	Physical Exam		03.01.2018	12.31.9999	Yes	<a href="#">Details</a>
Yes	Tuberculosis Test		06.09.2017	06.06.2020	Yes	<a href="#">Details</a>

Req	Degree	Graduated	Major	GPA	Graduation Date	Docs Completed	
Yes	Bachelor of Sc...	Yes	Business Orga...	3.5	05.08.2013	Yes	<a href="#">Details</a>
Yes	Bachelor of Arts	Yes	Business Orga...	3.33	05.06.2013	Yes	<a href="#">Details</a>

## Skills

The skills page allows employees to view their skills in their employee file, such as other languages or computer proficiencies.

### SKILLS

Req	Description	Institution	Score	Issue Date	Expires	Docs Completed	
No	Microsoft Office	Microsoft	85.00	08.01.2011	08.01.2012	Yes	<a href="#">Details</a>
No	Spanish	College	5.00		Never	Not applicable	

### PERFORMANCE

ONE TIME	Reviewer	Type	Period	Scheduled Date
	Suzie Cohen	Supervision	12.05.2017 - 12.15.2017	12.22.2017
	Suzie Cohen	Probationary Review	12.05.2017 - 03.04.2018	06.02.2018
	Suzie Cohen	Mid-year	12.05.2017 - 06.04.2019	07.04.2019

SEMI ANNUAL APPRAISAL (ANNUAL)	Category	2018	2019	2020	2021
	No Category Specified	Completed			
	Overall Rating	Waiting employee acknowledgement	08.22.2019		

ANNUAL PERFORMANCE EVALUATION (ANNUAL)	Category	2019	2020	2021
	No Category Specified	Completed		
	Overall Rating	Completed	12.04.2020	

ANNUAL REVIEW (ANNUAL)	Category	2018	2019	2020	2021
	Practice Excellence	★★★★★	★★★★★		
	Right Resources	★★★★★	★★★★★		
	Service Excellence	★★★★★	★★★★★		
	Stewardship	★★★★★	★★★★★		
	Overall Rating	★★★★★	★★★★★	08.29.2020	

## Documents

All employee documents that have been electronically signed or acknowledged can be viewed by clicking the Documents icon on the left of the My e3 Screen.

DOCUMENTS <span>■ SHOW HISTORY</span>					
Document Name	Document Type	Effective Date	Acknowledged/Submitted	Date Acknowledged/Submitted	Attachment Date
<b>Job Descriptions</b>					
Historical Job Descriptions - HR Benefits Manager	Image				04.21.2015
Employee Handbook	Electronic	10.09.2019	Waiting		10.10.2019
HIPAA Statement	Electronic	04.20.2018	✓	09.05.2018	
Medical	Electronic	06.11.2014	✓	09.10.2014	
Objective Statement	Electronic	04.21.2016	✓	06.21.2016	04.22.2016
Tobacco-Free Work Place	Electronic	04.20.2018	✓	05.01.2018	
<b>Acknowledgements</b>					
Agency Orientation Agenda	Electronic	12.19.2018	✓	01.16.2019	12.20.2018
<b>Required</b>					
401k Plan Memo	Electronic	09.24.2018	✓	01.16.2019	
FMLA Notification	Electronic	01.15.2019	Waiting		

## Learning

Learning Management is a course management tool utilized to ensure compliance around coursework needed to stay in compliance. In this view, employees can view their team's overall compliance, and view courses needed to be completed by their team members. This module is turned on if your organization have elected to use it.

# The Organizational Chart

The Organizational Chart provides detailed information regarding the organizational structure, as well as employee photos and shared contact information. Keep in mind that organizational chart access is determined by your organization.

Employees can access the organization chart from the home page by clicking on the chart icon on the far right of the main menu bar. It will show the employee's information. To see other team members, click on the orange arrow above the employee's box to begin navigation.

To view an employee's position information and shared contact information, click on the name of the employee or click on the position and select "View more about \_\_". To view general position details, click on the position and select "Position Details". In position details, the employee can view assignment history and the position's job description.

**Employee Details**

Name	Email	Phone
Jara Ferrell	JFerrell@allenshealthcare.org	(813) 877-4379

**Employee 259**  
 Job of Licensed Practical Nurse  
 Team Member, Salaried Exempt, Regular Full Time  
 User access is e3 General User

**LPN, Position 104**  
 Jara has been assigned to this position since Sunday, May 1, 2005.  
 Position is Regular Full Time, 1.00 FTE.  
 Position does not use Career Level  
 Joseph Bierworth supervises this position.

Jara is employed as a 1.00 FTE employee and is assigned to the following positions:  
 1.00 FTE to LPN, 104

Original Hire Date	Last Hire Date	Seniority Date	Program	Cost Center	Location	Funding Source	Activity
Monday, May 09, 2005	Monday, May 09, 2005	Monday, May 09, 2005	Home Care	Gadsden/Liberty	Riverview	Thrift Store	Filing

**Position Details**

Position 104, LPN  
 Becky McCabe > Jackie Tolson > Joseph Bierworth > Jara Ferrell  
 Position occupied by multiple employees

**Details** | Assignment History | Job Description

Structure	Job Information	Organizational Levels
Position Number: 104	Job Code: 200 Licensed Practical Nurse	Program: 50 Home Care
Position Name: LPN	Career Level: Not applicable to job code	Cost Center: 16 Gadsden/Liberty
Frozen: No	FLSA Status: Salaried/Exempt	Location: 001 Riverview
Position Created: 02.19.2002	Employment Status: RFT Regular Full Time	Funding Source: 100 Thrift Store
Last Edited: 06.01.2019	Position FTE: 1.00	Activity: 123 Filing
Position End: No end	Corporate Level: TM Team Member	Charged Position Number
Reports to: Senior Nurse Joseph Bierworth	<b>Productivity Targets</b>	
Company: AHL AHL Care	Productivity (%):	
Paygroup: 001 Friday Pay	Productive Hours:	

Current - From 06.01.2019 to No End

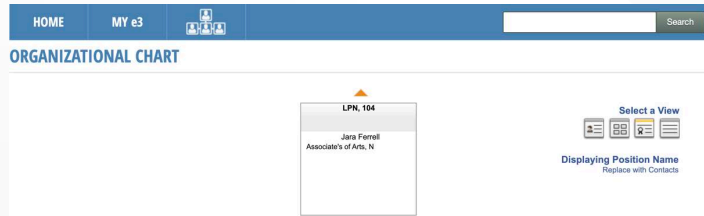
From the organizational chart, employees can also change the view by selecting one of four view boxes on the right-hand side of the page under "Select a View".

## Position Details View

Shows the FTE status and number of reports

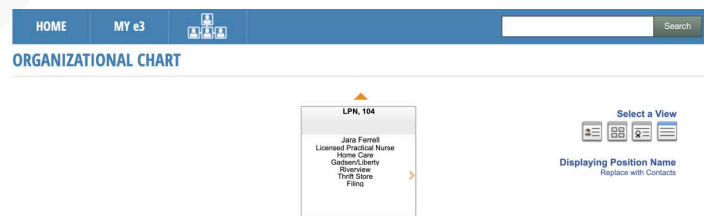
## Credentials View

Displays career levels and credentials if used by your organization.



## Coding View

Displays organization levels such as location, funding source, cost center, and more.



## e3 Employee Statement

Employees will receive a statement via email twice a month with information regarding credentials, appraisals, and pending leave requests.

This is a feature that must be turned on by your organization.

SIGN IN TO e3

**Suzie Cohen**  
 HR Manager  
 11 Years, 5 Months of Service

e3 Messenger  
**e3 Statement**

**My Statement as of Thursday, July 21st, 2016**

**My Credentials**
Access My Credentials »

Drivers License	Missing	
National Provider Identification	Missing	
Senior Professional Human Resources	Expired!	Expired on 01/31/2013
Certified Urologic Nurse Practitioner	Expired!	Expired on 05/07/2016
Alcohol Test	Expired!	Expired on 07/09/2016
Drivers License	Up to date	Renews 04/25/2017
Advanced Cardiac Life Support	Up to date	Renews 11/01/2018
Registration Test	Up to date	Renews 07/12/2019
Flex Schedule Agreement	Up to date	Does not expire

**My Performance Management**
Access My Evaluations »

You have no performance evaluations currently scheduled.

**My Leave Requests**
Access My Leave Requests »

You have no pending or approved leave requests.



## Thank You

We are happy to welcome you as a new e3 user and hope that you thoroughly enjoy how the e3 experience has been designed to:

- Empower you with the tools you need
- Engage your entire team
- Evolve your organization

Now you're ready to start leveraging e3 to meet your needs! If you have questions, you can reach out to your e3 Administrator. You can also find helpful guides, videos, tutorials, FAQs, and more, available on our community site: [community.datis.com](https://community.datis.com).



## About DATIS

DATIS, a National Council Strategic Partner, provides a completely unified HR and Payroll software solution that empowers Health and Human Services organizations to better achieve their mission. DATIS connects employees, aligns departments, and transforms organizations by uniting all aspects of workforce management within a single platform that includes Payroll, Timekeeping, Recruiting, Benefits, Talent Management, Analytics, and more. Our end-to-end solution enables organizations to increase visibility, maximize resources, and make an impact.