

Coats Employee Payment History Portal

Employee User



Employee Portal

Account Information Pay About Log Out

I am available for:

Clerical Work Industrial Work Save

Personal Information

Name (L, F M) AARDVARK MELISSA A

Address 303 LARKSTONE LANE

Address2 APT # 3

City, State, Zip CARROLLTON VA 23314

Phone (757) 499-3808 Carrier

Cell Phone (757) 650-5555 Text Message Opt Out

Email melissa@home.com

Submit All Changes

Online W2

Check to Agree to Electronic W2 Consent

Agreeing to Electronic consent provides you with only an electronic version of your W2s. (A W2 will not be mailed to you.)

By not agreeing to Electronic Consent your W2 will be mailed to your address on file. (W2s will not be available online.)

Submit All Changes

Password

Change Your Password

Password: _____

New Password: _____

Confirm New Password: _____

Change Password Cancel

Overview



Employee Portal

Account Information Pay About Log Out

Employee User access to the Portal allows an Employee to update their Personal information, opt into Online W2's, modify their password, and access their payroll check and W2 data.

The Employee User has access to four tabs: Account Information, Pay, About, Log Out.

Initial Log In

Once the Employee user has been created an email will be created. The subject will read "Your Login ID and Password" and will list the user and password the Employee will use to log in. Once logged in, COATS recommends the user to update the password. See Password Section in Account information.

Personal Information

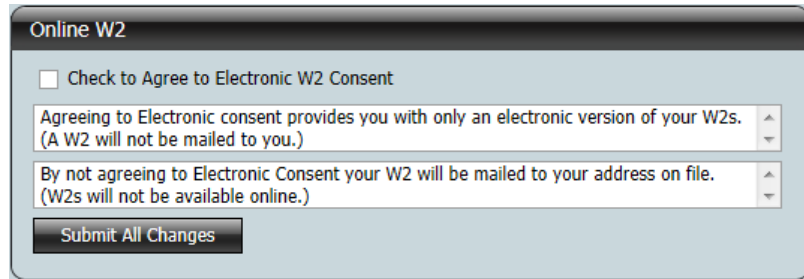
Personal Information			
Name (L, F M)	AARDVARK	MELISSA	A
Address	303 LARKSTONE LANE		
Address2	APT # 3		
City, State, Zip	CARROLLTON	VA	23314
Phone	(757) 499-3808	Carrier	
Cell Phone	(757) 650-5555	Text Message Opt Out	▼
Email	melissa@home.com		
<input type="button" value="Submit All Changes"/>			

Personal Information allows the user to update their Main Employee Record information; excluding their First, Middle Initial and Last name. This can only be updated by an internal staff user from within COATS itself.

Once the user has updated all fields they will click **Submit All Changes** to save them to real-time COATS data.

A contact note will be applied to Real-time COATS data reflecting the changes that were made.

Online W2



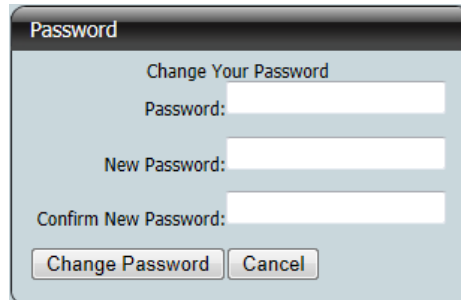
The screenshot shows a window titled "Online W2". At the top, there is a checkbox labeled "Check to Agree to Electronic W2 Consent". Below this, there are two text boxes with scrollable content. The first text box contains the text: "Agreeing to Electronic consent provides you with only an electronic version of your W2s. (A W2 will not be mailed to you.)". The second text box contains the text: "By not agreeing to Electronic Consent your W2 will be mailed to your address on file. (W2s will not be available online.)". At the bottom of the window, there is a button labeled "Submit All Changes".

Online W2 allows the user to authorize W2 information to be listed online. This authorizes the agency to post the employee's W2 data online. The user will not receive a printed copy of their W2; however, they will receive an email when the W2 is available for printing. Once checked the user will need to contact their Agency to remove authorization. **To authorize ability to display W2 Data online, follow the steps below:**

1. Check off **Check to Agree to Electronic W2 Consent**.
2. Click **Submit All Changes**.

Password

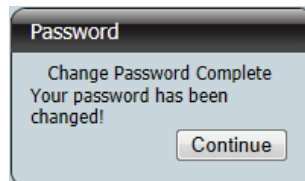
When Users are created or passwords are reset, emails are sent out with user names and passwords. Password allows the user to update their Employee Portal password. This will require the user to enter their current password.



The screenshot shows a window titled "Password". Inside the window, there is a section titled "Change Your Password". Below this title, there are three text input fields. The first is labeled "Password:", the second is labeled "New Password:", and the third is labeled "Confirm New Password:". At the bottom of the window, there are two buttons: "Change Password" and "Cancel".

To update the password for the Employee Portal, follow the steps below:

1. Enter existing password in **Password** field.
2. Enter desired password in **New Password** field.
3. Re-enter desired password in **Confirm New Password** field.
4. Click **Change Password** to update. The below window will appear when complete.



The screenshot shows a window titled "Password". Inside the window, there is a message that says "Change Password Complete" followed by "Your password has been changed!". At the bottom of the window, there is a button labeled "Continue".

5. Click **Cancel** to Quit without updating.

Note: Passwords are not stored in the real-time COATSdata.

Pay

Checks

Check Date	Net Pay	Check	YTD
⊕ 10/01/2010	\$512.00		
⊕ 10/01/2010	\$262.57		
⊕ 10/14/2005	\$250.40		
⊕ 10/07/2005	\$250.40		
⊕ 03/19/2004	\$67.35		
⊕ 03/12/2004	\$190.52		
⊕ 03/09/2004	\$244.56		
⊕ 03/09/2004	\$322.28		
⊕ 03/05/2004	\$322.28		
⊕ 02/09/2004	\$322.28		
⊕ 01/30/2004	\$272.84		
⊕ 01/20/2004	\$48.88		
⊕ 10/10/2003	\$4.56		
⊕ 10/03/2003	\$183.44		
⊕ 09/19/2003	\$229.74		
⊕ 09/12/2003	\$254.74		

Click Checks to get a list of each check the Employee user has had processed within a COATS payroll will appear on this screen. The default view is Check Date, Net Pay, Check print icon, YTD print icon.

The employee can click the + sign in order to drill down to the check detail; which includes, Company, Hours, Rate, Transaction Code, Text, Gross Amount, Deduction Text, Deduction Amount, Net text, Net Amount.

The employee can click on the Check icon; a new window will appear with check detail in a printable format.

The employee can click the YTD icon, a new window will appear with the Year to Date detail in a printable format.

Check Icon



Employee Portal

Account Information Pay About Log Out

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Back to Checks



AARDVARK, MELISSA A.


PAYCHECK

10/1/2010


Gross		Hours	Rate	Amount	
HECHT'S	REGULAR PAY	R	40.00	\$8.00	\$320.00
HECHT'S	REGULAR PAY	R	40.00	\$8.00	\$320.00
HECHT'S	OVERTIME PAY	OT	27.85	\$12.00	\$334.20
				Gross	\$974.20
Withholding					Amount
	FICA DEDUCTION	FI			\$40.56
	FICA DEDUCTION	FI			\$19.84
	MEDICARE DEDUCTION	MD			\$4.64
	MEDICARE DEDUCTION	MD			\$9.49
	FEDERAL WITHHOLDING DEDUCTION	FW			\$44.38
	FEDERAL WITHHOLDING DEDUCTION	FW			\$3.06
	STATE WITHHOLDING DEDUCTION	SW			\$4.89
	STATE WITHHOLDING DEDUCTION	SW			\$22.77
	401(K) PLAN	D_Z			\$25.00
	401(K) PLAN	D_Z			\$25.00
				Withholding	\$199.63
Net Pay					Amount
	NET PAY PAYMENT	NET			\$512.00
	NET PAY PAYMENT	NET			\$262.57
				Net Pay	\$774.57

The Check Icon allows the user to Search within a check, Print the check, Print the Current page, Export and Save, or Export and Save within a new window.


To Search within the check, follow the steps below:

1. Click the Search icon on the far left. 
2. Enter the search word(s) in the **Find What** field.
3. Chose **criteria**.
4. Click **Find Next** or **Cancel**.
5. **"X"** out.



To Print a check, follow the steps below:

1. Click the Printer icon. 
2. Default printer settings will appear, select settings.
3. Click **OK** to print or **cancel** to quit.



To Print the Current page of the check, follow the steps below:

1. Click the Printer icon with the #1. 
2. Default printer settings will appear, select settings.
3. Click **OK** to print or **cancel** to quit.

To Export a check and save it to disk, follow the steps below:

1. Click the Disk icon. 
2. Click the drop down box and choose the export setting. Pdf 
3. Default Save instructions settings will appear, select settings.

To Export a check and save it to disk, follow the steps below:

1. Click the Disk icon with the folded edge. 
2. Click the drop down box and choose the export setting. Pdf 
3. Default Save instructions settings will appear, select settings.
4. **“X”** out of the open window when done.

To return back to previous checks, follow the steps below:

1. Click the “Back To Checks” bar at the top of the window.

Back to Checks

YTD Icon



Employee Portal

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Back to Checks



AARDVARK, MELISSA A.

PAYCHECK

10/1/2010

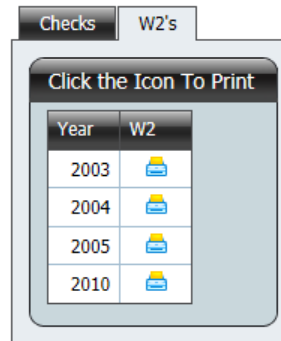
Gross		Hours	Rate	Amount	
HECHT'S	REGULAR PAY	R	40.00	\$8.00	\$320.00
HECHT'S	REGULAR PAY	R	40.00	\$8.00	\$320.00
HECHT'S	OVERTIME PAY	OT	27.85	\$12.00	\$334.20
				Gross	\$974.20
Withholding				Amount	
	FICA DEDUCTION	FI		\$40.56	
	FICA DEDUCTION	FI		\$19.84	
	MEDICARE DEDUCTION	MD		\$4.64	
	MEDICARE DEDUCTION	MD		\$9.49	
	FEDERAL WITHHOLDING DEDUCTION	FW		\$44.38	
	FEDERAL WITHHOLDING DEDUCTION	FW		\$3.06	
	STATE WITHHOLDING DEDUCTION	SW		\$4.89	
	STATE WITHHOLDING DEDUCTION	SW		\$22.77	
	401(K) PLAN	D_Z		\$25.00	
	401(K) PLAN	D_Z		\$25.00	
				Withholding	\$199.63
Net Pay				Amount	
	NET PAY PAYMENT	NET		\$512.00	
	NET PAY PAYMENT	NET		\$262.57	
				Net Pay	\$774.57

The YTD icon allows the user to Search within a Year-to-Date check detail, Print the Year-to-Date check detail, Print the Current page, Export and Save, or Export save within a new window.

The same steps apply for the Year-to-Date check screen as they do the check screen. See **Check Icon** above for steps.

W2's

NOTE: The Employee must Authorize Ability to view W2 Information Online. See Account Information Tab.



W2's allows the user to view W2 data for any years in which W2 data was created within COATS, on their behalf. The print options work the exact same as printing a check; please review under **Check Icon**.

About

The About window offers information About the Employee Portal.

Log Out

Clicking **Log Out** will immediately sign the user out of the Employee Portal and return the user back to the Login Screen.