


A Plus Benefits Manager Self-Service Portal- Employee Info

Our online Manager Self-Service Portal allows managers to view employee pay information, print pay stubs, help employees enroll in direct deposit, change W-4 elections, update employee addresses and so much more.



Go to: <https://apl.prismhr.com/apl/>

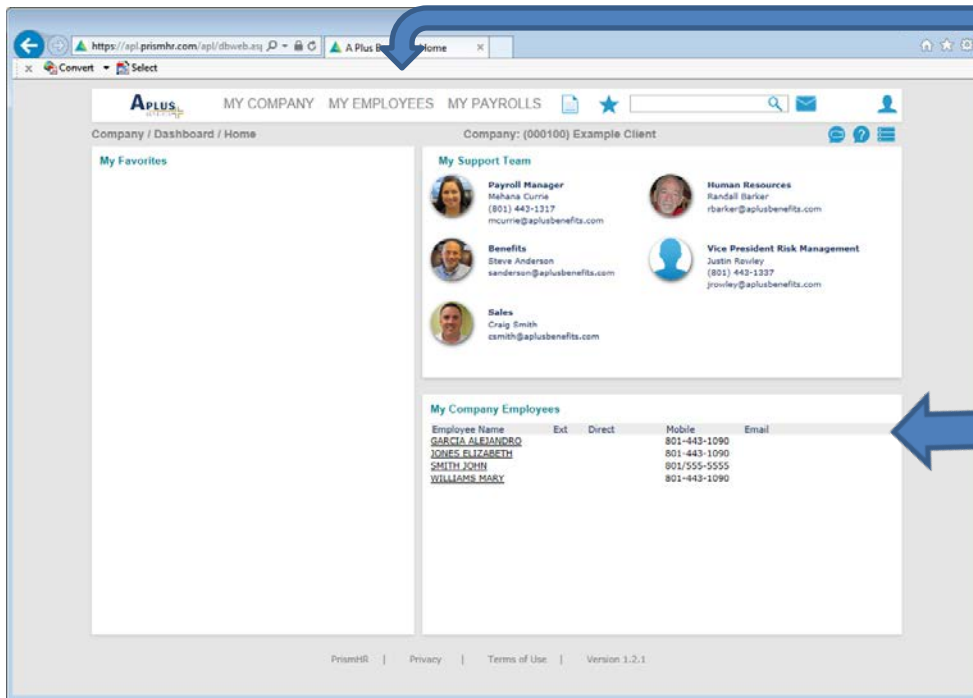
Enter your username and password

Click on: **Sign in**



After logging in, you will be taken to the main Dashboard seen below.

To view employee information:



Employee Name	Ext	Direct	Mobile	Email
GARCIA ALEJANDRO			801-443-1090	
JONES ELIZABETH			801-443-1090	
SMITH JOHN			801/555-5555	
WILLIAMS MARY			801-443-1090	

Click on: **My Employees**

OR

Click on the name of the employee you wish to view

Here you will see the employee's name and other employment information. Some of the information on these pages can be edited by you.

To see more employee details, select one of the tabs across the top of the screen.

Click on: **Employee** to change the employee you are viewing

The screenshot shows the APLUS HR system interface. At the top, there are navigation tabs: MY COMPANY, MY EMPLOYEES, and MY PAYROLLS. Below this, the page title is 'HR / Change / Employee Details' and the company name is '(000100) Example Client'. The employee's name is 'John Smith'. There are several tabs: Name, Personal, Address, Work, Pay, Deposit, Skills & Education, Property, and Other. The 'Employee' dropdown menu is set to 'A00001'. The main content area is divided into sections: 'Name & Contact' with fields for Last Name (Smith), First Name (John), Middle Name, and Nickname; 'Work Phone' and 'Work Email' fields; and an 'Employment' section with a table of details.

Employment	
Employment Status	ACTIVE
Status Date	02/01/2015
Employment Type	Full Time
Type Date	02/01/2015
Position	President
Position EEO Code	1-1
FLSA Exempt	<input checked="" type="checkbox"/>
W/C Class	UT.6810

At the bottom, there are 'Save' and 'Cancel' buttons, and a footer with 'Privacy' and 'Terms of Use' links.

The **Name** tab shows the employee's current status, position, and hire or rehire dates.

The **Personal** and **Address** tabs show the employee's personal information and basic information from their application.

The **Work** and **Pay** tabs show the employee's assigned work location, pay rates, departments, and division.

The **Deposit** tab shows the employee's direct deposit setup. You can add or remove a direct deposit for an employee which will then be sent to A Plus Benefits for approval. Once we have received the signed direct deposit authorization form from the employee, along with a void check or bank direct deposit print off, the direct deposit will be added, changed or removed (a bank direct deposit print off can be used for checking or savings).

The **Skills & Education**, **Property**, and **Other** tabs can be used by you to track information like tracking company owned equipment (cell phones, laptops, tools, etc.), tracking recertification for driving (CDL, public notary, etc.) or tracking background checks. A Plus Benefits will not monitor these fields, but you are free to use them if you wish.

This screenshot is similar to the one above, but with a blue arrow pointing to the 'Action Menu' icon (a gear with a plus sign) in the top right corner of the main content area. The rest of the page content is identical to the previous screenshot.

Click on the Action Menu here to view even more employee details.

A menu will drop down with options for more employee information.

HR / Change / Employee Details
Company: (000100) Example Client
John Smith

Employee: A00001

Name & Contact
Last Name: Smith
First Name: John
Middle Name:
Nickname:

Employment
Employment Status: ACTIVE
Status Date: 02/01/2015
Employment Type: Full Time
Type Date: 02/01/2015
Position: President
Position EEO Code: 1-1
FLSA Exempt:
W/C Class: UT.8810

Payroll Deductions
Job Rates
Override Rates
Vouchers
Documents
User fields
Audit
Pay History
Position History
Status History
Payroll Summary
Employee Notes
Employee Events
Add To Favorites

Save Cancel

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Click on **Payroll Deductions** to view any garnishments, loans or advances the employee currently has.

Payroll / Change / Recurring Deductions
Company: (000100) Example Client

Recurring Deductions
Employee: A00001 SMITH JOHN

Deduction Code	Description	Type	Method	Benefit Plan	Docket#/Loan#/FSA	Amount	Periods	Edit Detail
ADV1-RT	Advance 1 RT	V	F			400.00	12345	Edit Detail

Then click on the **Edit Detail** to view the payment history on certain types of deductions.

HR / Change / Employee Details
Company: (000100) Example Client
John Smith

Employee: A00001

Name & Contact
Last Name: Smith
First Name: John
Middle Name:
Nickname:

Employment
Employment Status: ACTIVE
Status Date: 02/01/2015
Employment Type: Full Time
Type Date: 02/01/2015
Position: President
Position EEO Code: 1-1
FLSA Exempt:
W/C Class: UT.8810

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Click on **Vouchers** to view an employee's check history.

Click on the individual voucher numbers to see details for each check.

Payroll / View / Employee Payroll Vouchers

Employee Payroll Vouchers

Employee: SMITH JOHN G Year: 2015

Voucher#	Check/Advice#	Type	Pay Date	Gross Earnings	Expense Reimbursements	Gross Pay	Deductions	Taxes	Net Pay	Weeks
000660	1606542		08/21/2015	1520.00	0.00	1520.00	41.73	353.44	1124.83	2.00
000655	1598933		08/07/2015	1472.50	0.00	1472.50	41.73	339.71	1091.06	2.00
000649	1591454		07/24/2015	1520.00	0.00	1520.00	41.73	353.44	1124.83	2.00
000643	1583423		07/10/2015	1360.00	0.00	1360.00	41.73	307.12	1011.15	2.00
000638	1575995		06/26/2015	1360.00	0.00	1360.00	41.73	307.12	1011.15	2.00
000633	1568033		06/12/2015	1360.00	0.00	1360.00	41.73	307.12	1011.15	2.00
000628	1559814		05/29/2015	1156.00	0.00	1156.00	0.00	260.15	895.85	2.00
000623	1552237		05/15/2015	1360.00	0.00	1360.00	41.73	307.12	1011.15	2.00
000618	1543974		05/01/2015	1088.00	0.00	1088.00	41.73	228.38	817.89	2.00
000613	1536651		04/17/2015	1360.00	0.00	1360.00	38.02	308.20	1013.78	2.00
000608	1528919		04/03/2015	1003.00	0.00	1003.00	38.02	204.85	760.13	2.00
000604	1521850		03/20/2015	561.00	0.00	561.00	38.02	80.59	442.39	2.00
000599	1513518		03/06/2015	935.00	0.00	935.00	38.02	185.17	711.81	2.00
000595	1504780		02/20/2015	289.00	0.00	289.00	38.02	20.07	230.91	2.00
000591	1497763		02/06/2015	680.00	0.00	680.00	38.02	111.34	530.64	2.00
000587	1489558		01/23/2015	986.00	0.00	986.00	38.02	199.93	748.05	2.00
000582	1482371		01/09/2015	773.50	0.00	773.50	38.02	138.41	597.07	2.00
Totals				18784.00	0.00	18784.00	638.00	4012.16	14133.84	

Cancel Close

APLUS
MY COMPANY MY EMPLOYEES MY PAYROLLS

HR / Change / Employee Details Company: (000100) Example Client

John Smith

Employee:

Name & Contact

Last Name: Work Phone:

First Name: Work Email:

Middle Name:

Nickname:

Employment

Employment Status: ACTIVE Employer: A Plus Benefits of Idaho, Inc.

Status Date: 02/01/2015 Employer Start Date: 02/01/2015

Employment Type: Full Time Last Hire Date: 02/01/2015

Type Date: 02/01/2015 Original Hire Date: 02/01/2015

Position: President

Position EEO Code: 1-1

FLSA Exempt:

W/C Class: UT.8810

Save Cancel

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- Payroll Deductions
- Job Rates
- Override Rates
- Vouchers
- Documents
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- Pay History
- Position History
- Status History
- Payroll Summary
- Employee Notes
- Employee Events
- Add To Favorites

Click on **Payroll Summary** to see an overview of year-to-date earnings, benefits and taxes.

If you have any questions about the manager self-service portal, please contact your Payroll Specialist at A Plus Benefits at 1-800-748-5102.