

GETTING STARTED WITH

# eACCESS

USER GUIDE

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# EACCESS

With eAccess (<https://eaccess.foundationsoft.com>), you will have your payroll data at your fingertips, pulled right from FOUNDATION, and it is available anytime. You have the ability to securely access check stub information online.

## EACCESS DASHBOARD

The eAccess dashboard gives you an overview of your payroll data, including paycheck and PTO information. You can access more detailed information by accessing the Pay Information, PTO, and the Reports screens.

<b>a) Side Menu</b>	The side menu displays your information and allows you to navigate to the different windows within eAccess.
<b>b) Greeting</b>	In the greeting section, administrators may post important messages. All employees will see this message when they log in.
<b>c) Paychecks</b>	This section lists your last five paychecks. To view more paychecks, click View All.
<b>d) Paid Time Off</b>	Click here to open the Paid Time Off screen.
<b>e) Reports</b>	Click here to open the Reports screen, where you can choose to run the Earnings & Deductions Report or the Timecard History Report.
<b>f) Gross Pay</b>	This section displays the gross pay to date for the current year.
<b>g) Accrued PTO</b>	This section displays the amount of PTO you have accrued.
<b>h) YTD Breakdown</b>	This section displays a pie chart of the breakdown of your yearly earnings and deductions.

The screenshot shows the eAccess dashboard interface. On the left is a dark sidebar with the eAccess logo and user information for Brandon Reed (Terri's Company Nightly). The main content area includes a 'Welcome to eAccess!' message with a warning to double-check pay information and PTO. Below this is a 'Paychecks' table with columns for Pay Date, Check Number, Gross Pay, and Net Pay. To the right are three summary cards: 'GROSS PAY (YTD)' showing \$22,172.29, 'ACCRUED PTO' for SANFRAN (11.00 Hrs) and TEST2 (5.00 Hrs), and a 'YTD Breakdown' pie chart showing categories like Net Pay, Federal Tax, State Tax, Local Tax, and Misc. At the bottom are buttons for 'Paid Time Off' and 'Reports'.

PAY DATE	CHECK NUMBER	GROSS PAY	NET PAY
7/7/2017	45987 »	\$1,224.60	\$839.33
7/7/2017	45989 »	\$365.55	\$1,365.55
7/7/2017	45990 »	\$1,459.44	\$795.23
6/30/2017	45983 »	\$1,241.60	\$850.25
6/23/2017	45980 »	\$1,241.60	\$851.39

## PAY INFORMATION

The Pay Information screen displays paycheck information for the last 10 checks, voids, and adjustments. You can click on the check numbers to view the pay stub which includes more detail.

<b>a) Date Range</b>	The date range fields narrow down the paychecks that display based on the pay date.
<b>b) Additional Filtering Options</b>	<p>These options are available depending on settings in the Administrative Dashboard. If enabled, your options are:</p> <ul style="list-style-type: none"> <li>• “Show Voids and Corrected Checks” - Click on this option if you want to display voided and corrected checks in addition to original checks. To deselect this option, click the “x” to the left of the option.</li> <li>• “Show Zero Net Adjustments” - Click on this option if you want to display adjustments that a \$0 net affect, such as FUTA and SUTA adjustments. To deselect this option, click the “x” to the left of the option.</li> </ul>
<b>c) Pay Date</b>	This column lists the pay date of the paycheck.
<b>d) Check Number</b>	This column lists the check number. You can click on the this number to open the check where you can view more detail. If you received multiple checks on one pay date, “Multiple Checks” will display here. Click on “Multiple Checks” to display the individual check numbers.
<b>e) Deductions</b>	The column lists the amount deducted for federal, state, local taxes, and miscellaneous deductions.
<b>f) Gross Pay</b>	This column displays the gross pay for the paycheck.
<b>g) Net Pay</b>	This column displays the net pay for the paycheck.

### Pay Information

[Filter, search, and print your pay stubs](#)

Enter a date range to filter results.

📅
Click here to select date range...
a

b
Additional Filtering Options ▾

PAY DATE	CHECK NUMBER	DEDUCTIONS				GROSS PAY	NET PAY
		FEDERAL TAX	STATE TAX	LOCAL TAX	MISC.		
7/7/2017	Multiple Checks (Total from 3) »	\$419.22	\$77.62	\$54.95	-\$707.64	\$3,049.59	\$3,000.11
6/30/2017	45983 »	\$185.51	\$61.20	\$0.00	\$49.66	\$1,241.60	\$850.25
6/23/2017	45980 »	\$185.51	\$35.23	\$24.83	\$49.66	\$1,241.60	\$851.39
6/16/2017	Multiple Checks (Total from 2) »	\$296.24	\$54.54	\$28.68	\$63.92	\$1,947.92	\$1,355.52
5/5/2017	Multiple Checks	\$292.40	\$52.26	\$21.09	\$67.48	\$1,687.00	\$1,124.71

## Viewing Paychecks

You can select a paycheck to view from the *Paychecks* section or you can view a larger range of paychecks on the Pay Information screen. If you want to view a paycheck that is one of the three listed on the *Paychecks* section of the dashboard click on the check number. If you want to view an older paycheck, follow the steps below.

1. Click **Pay Information** on the side menu or **View All** in the *Paychecks* section.

The screenshot shows the eAccess dashboard for Brandon Reed at Terr's Company Nightly. The 'Paychecks' section is highlighted with a red circle 1. The table below shows the following data:

PAY DATE	CHECK NUMBER	GROSS PAY	NET PAY
7/7/2017	<a href="#">45987</a>	\$1,224.60	\$839.33
7/7/2017	<a href="#">45989</a>	\$365.55	\$1,365.55

The Pay Information screen opens. The last 10 paychecks will be listed.

2. If you want to see a list of paychecks for a specific date range, enter a date range in the two date fields. The list will automatically update to show only paychecks with a pay date within that range.
3. If additional filtering options are enabled, click the [Additional Filtering Options] button and make the appropriate selections.
4. Click on the check number of the check you want to view.

The screenshot shows the 'Pay Information' screen with the following table:

PAY DATE	CHECK NUMBER	DEDUCTIONS				GROSS PAY	NET PAY
		FEDERAL TAX	STATE TAX	LOCAL TAX	MISC.		
7/7/2017	<a href="#">Multiple Checks (Total from 3)</a>	\$419.22	\$77.62	\$54.95	-\$707.64	\$3,049.59	\$3,000.11
6/30/2017	<a href="#">45983</a>	\$185.51	\$61.20	\$0.00	\$49.66	\$1,241.60	\$850.25
6/23/2017	<a href="#">45980</a>	\$185.51	\$35.23	\$24.83	\$49.66	\$1,241.60	\$851.39

The paycheck will open.

5. To save the paycheck, click the [Save as PDF] button at the bottom of the screen.

[<< Return to Pay Information List](#)

Terri's Cool Company for Testing Purposes Only  
 1698 Self Contained Road Across from Shinto's  
 Strongsville Hts., OH 44658-1285  
 (440) 246-0856

Brandon Reed  
 55 Birch Lane  
 Medina, OH 44858

**Check Number:** 45987  
**Pay Date:** 7/7/2017  
**Pay Period:** 6/25/2017 - 7/1/2017

**Employee ID:** 119

CURRENT HOURS & EARNINGS			
DESCRIPTION	HOURS	PAY RATE	EARNINGS
EE Fringes			\$80.60
Regular Wa	15	\$27.00	\$405.00
Regular Wa	16	\$31.00	\$496.00
Sick Pay	9	\$27.00	\$243.00
<b>TOTAL</b>	<b>40.00</b>		<b>\$1,224.60</b>

YEAR TO DATE HOURS & EARNINGS		
DESCRIPTION	HOURS	EARNINGS
Bonus Wage		\$350.00
EE Fringes		\$1,704.68
Overtime	39	\$1,579.50
Regular Wa	394	\$10,702.00
Sick Pay	9	\$243.00
<b>TOTAL</b>	<b>442.00</b>	<b>\$14,579.18</b>

TAXES & DEDUCTIONS		
DESCRIPTION	CURRENT	YTD
<a href="#">Federal &gt;</a>	\$275.11	\$3,445.61
<a href="#">State &gt;</a>	\$34.25	\$607.93
<a href="#">Local &gt;</a>	\$21.93	\$234.69
<a href="#">Union &gt;</a>	\$5.00	\$5.00
<a href="#">Misc &gt;</a>	\$48.98	\$569.12
<b>TOTAL</b>	<b>\$385.27</b>	<b>\$4,862.35</b>

FRINGES <small>(* Notes Taxable)</small>		
DESCRIPTION	CURRENT	YTD
401k	\$24.49	\$309.39
401K Test Box 14	\$36.74	\$464.14
<b>TOTAL</b>	<b>\$61.23</b>	<b>\$773.53</b>

**NET PAY** **\$839.33**

5
SAVE AS PDF
PRINT

## PAID TIME OFF OVERVIEW

You can view details about your PTO on the Paid Time Off screen. Plans with a non zero balance that do not have the *Disable* checkbox enabled on the Employee Record will display. A plan will display on this screen as long as it has a balance, either positive or negative even if you have not accrued or used hours under that plan in the selected year. The balance that displays is as of the current day; hours earned under future payrolls will not display.

<b>a) To Date PTO Balance</b>	This section lists each PTO plan under which you have accrued PTO for the current year and the number of available hours. It lists the hours accrued as of calendar date.
<b>b) Year</b>	In this dropdown, you can choose to see PTO information for all years, or any individual for which you have accrued or used PTO.
<b>c) Date</b>	This column lists the date the PTO was accrued or deducted.
<b>d) Plan</b>	This columns lists the plan under which the PTO was accrued or deducted.
<b>e) Comment</b>	By default, "Benefit Yr Carryover Reduction" will print if the PTO was a benefit year carryover reduction. Based on settings in the Administrative Dashboard, comments from the Log Accrued Time window in FOUNDATION may also display.
<b>f) Hours</b>	This column lists the number of PTO hours accrued or deducted.

### Paid Time Off

Review your accrued and deducted time

Your PTO History

-- All Years --

DATE	PLAN	COMMENT	HOURS
7/7/2017	VAC		1.000000
6/30/2017	VAC		1.000000
6/23/2017	VAC		1.000000

**TO DATE PTO BALANCE**

PLAN	HOURS
SANFRAN	11.000000
VAC	5.000000

**To view your PTO information:**

1. From the dashboard, click **PTO** on the side menu or **Paid Time Off** at the bottom of the screen.

The screenshot shows the eAccess dashboard for Brandon Reed at Terri's Company Nightly. The dashboard includes a navigation sidebar with options like Dashboard, Pay Information, PTO (highlighted with a red circle), and Reports. The main content area features a 'Welcome to eAccess!' message, a 'Paychecks' table, a 'Paid Time Off' button (highlighted with a red circle), and a 'Reports' button. On the right, there are summary cards for 'GROSS PAY (YTD) \$22,172.29', 'ACCRUED PTO' (SANFRAN: 11.00 Hrs., TEST2: 5.00 Hrs.), and a 'YTD Breakdown' donut chart.

PAY DATE	CHECK NUMBER	GROSS PAY	NET PAY
7/7/2017	<a href="#">45987 &gt;</a>	\$1,224.60	\$839.33
7/7/2017	<a href="#">45989 &gt;</a>	\$365.55	\$1,365.55
7/7/2017	<a href="#">45990 &gt;</a>	\$1,459.44	\$795.23
6/30/2017	<a href="#">45983 &gt;</a>	\$1,241.60	\$850.25
6/23/2017	<a href="#">45980 &gt;</a>	\$1,241.60	\$851.39

PLAN	HOURS
SANFRAN	11.00 Hrs.
TEST2	5.00 Hrs.

The Paid Time Off screen opens.

2. By default, PTO information for the current year will display. You can view PTO information for all years you have been active with the company. To view PTO information for a different year, select the appropriate year in the *Year* dropdown.

The screenshot shows the 'Paid Time Off' screen with a sub-header 'Review your accrued and deducted time'. It features a 'TO DATE PTO BALANCE' table, a 'Your PTO History' section with a year dropdown (2017, highlighted with a red circle and '2'), and a main table of PTO history.

PLAN	HOURS
SANFRAN	11.000000
VAC	5.000000

DATE	PLAN	COMMENT	HOURS
7/7/2017	VAC		1.00
6/30/2017	VAC		1.00
6/23/2017	VAC		1.00
6/16/2017	SANFRAN		1.00
6/16/2017	VAC		1.00
2/17/2017	SANFRAN		1.00
2/10/2017	SANFRAN		3.00
1/27/2017	SANFRAN		1.00



## REPORTS

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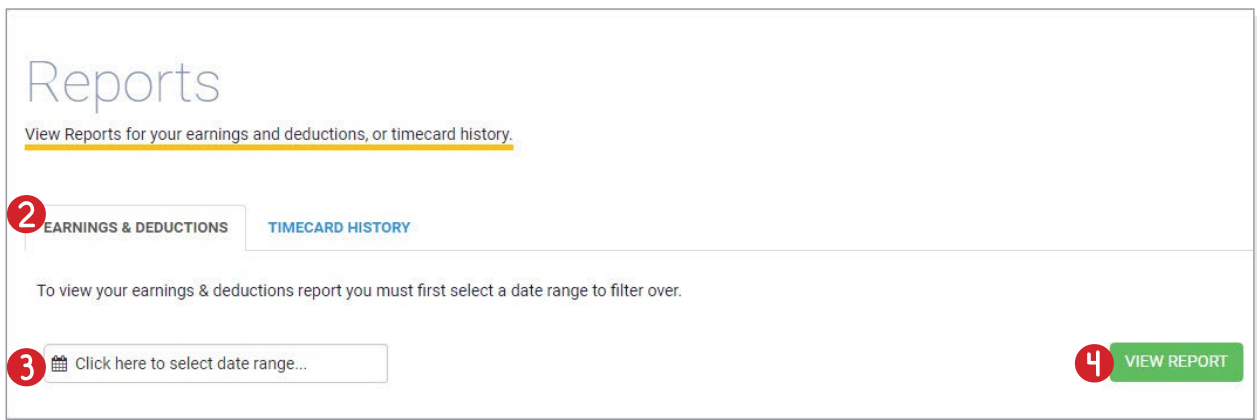
eAccess offers two reports: the Earnings & Deductions Report and the Timecard History Report. With these reports, you can review your timecard and earnings history.

### Earnings & Deductions

With the Earnings & Deductions Report, you can view a sum of all of your earnings and deduction for a specified date range.

#### To run the report:

3. From the dashboard or side menu click **Reports**.
4. Click on the “Earnings & Deductions” tab.
5. Enter the date range for which you want to run the report.
6. Click [View Report].



The report opens.

7. To save the report, click [Save As PDF].

EARNINGS & DEDUCTIONS REPORT			
Employee ID: 119 Brandon Reed Medina, OH 44858		TERRI'S COMPANY WITH LONG NAME 17999 Foltz Parkway Suite 1 Strongsville, OH 44149 (330) 220-8383	
June 1, 2017 - June 30, 2017			
EARNINGS <small>* Non-Hourly Qty # Premium Time + Accrued Time</small>			
DESCRIPTION	HOURS	AMOUNT	FRINGE
+ Overtime	8	\$324.00	
+ Regular Wages	120	\$3,240.00	
Bonus Wages		\$350.00	
Fringes Paid to Employee		\$517.12	
<b>TOTAL</b>	<b>128</b>	<b>\$4,431.12</b>	<b>\$0.00</b>
TAXES			
TAX AUTHORITY	TAXABLE EARNINGS	TOTAL W/H	3RD PARTY W/H
<a href="#">Federal &gt;</a>		\$1,006.24	
<a href="#">State &gt;</a>		\$150.97	
<a href="#">Local &gt;</a>		\$53.51	
<b>TOTAL</b>		<b>\$1,210.72</b>	<b>\$0.00</b>
EMPLOYEE FRINGES			
SOURCE	DESCRIPTION	AMOUNT	TAXABLE AMOUNT
TEST	FRINGE		
<b>TOTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>
UNION DEDUCTIONS			
UNION	DESCRIPTION	AMOUNT	
No Data Available			
<b>TOTAL</b>			<b>\$0.00</b>
MISCELLANEOUS DEDUCTIONS			
MISC DEDUCTIONS		AMOUNT	
401k		\$81.62	
401K Test		\$81.62	
<b>TOTAL</b>		<b>\$163.24</b>	
SUMMARY			
DESCRIPTION		AMOUNT	
EARNINGS		\$4,431.12	
TAXES		\$1,210.72	
UNION DEDUCTIONS		\$0.00	
UNION FRINGES		\$0.00	
MISCELLANEOUS DEDUCTIONS		\$163.24	
<b>NET EARNINGS</b>		<b>\$3,057.16</b>	

**7** [SAVE AS PDF](#) [PRINT](#)

## Timecard History

With the Timecards History Report, you can see a list of all timecards that have been recorded in a specified date range.

### To run the report:

1. From the dashboard or side menu click **Reports**.

The screenshot shows the eAccess dashboard for Brandon Reed at Terri's Company Nightly. The left sidebar contains navigation options: Dashboard, Pay Information, PTO, Reports (highlighted with a red circle), and Log Out. The main content area features a 'Welcome to eAccess!' message, a 'Paychecks' table, and several summary cards. The 'Reports' card is highlighted with a red circle.

PAY DATE	CHECK NUMBER	GROSS PAY	NET PAY
7/7/2017	<a href="#">45987</a>	\$1,224.60	\$839.33
7/7/2017	<a href="#">45989</a>	\$365.55	\$1,365.55
7/7/2017	<a href="#">45990</a>	\$1,459.44	\$795.23
6/30/2017	<a href="#">45983</a>	\$1,241.60	\$850.25
6/23/2017	<a href="#">45980</a>	\$1,241.60	\$851.39

Summary cards on the dashboard:

- GROSS PAY (YTD):** \$22,172.29
- ACCRUED PTO:** SANFRAN 11.00 Hrs., TEST2 5.00 Hrs.
- YTD Breakdown:** A donut chart showing Net Pay, Federal Tax, State Tax, Local Tax, and Misc.

2. Click on the "Timecard History" tab.
3. Select the date range for which you want to run the report.
4. Click [View Report].

The screenshot shows the 'Reports' page with the 'TIMECARD HISTORY' tab selected (indicated by a red circle with the number 2). Below the tabs, there is a date range selector set to 'June 01, 2017 - June 30, 2017' (indicated by a red circle with the number 3). A green 'VIEW REPORT' button is visible (indicated by a red circle with the number 4). The page also includes instructions: 'To view your timecard history report you must first select a date range to filter over. If no job or trade is selected the report will show all jobs and trades available.'

The report opens.

5. To save the report, click [Save As PDF].

[<< Back to Form Criteria](#)

## TIMECARD HISTORY REPORT

June 1, 2017 - June 30, 2017

Employee ID: 119  
Brandon Reed  
55 Birch Lane  
Medina, OH 44858

Foundation Software  
17999 Foltz Parkway Suite 1  
Strongsville, OH 44149  
(330) 220-8383

<b>Job: Dairy Queen Reconstruction</b>		<b>Trade: All</b>							
Job No	Job Desc	Trade Desc	Earn Type	Hours	Pay Rate	Non-hourly Earnings	Phase	Cost Code	Date
20	Dairy Queen Reconstruction	Electrician	Regular Wa	8	\$27.00	\$0.00	NO PHASE	GENERAL COSTS	6/9/2017
20	Dairy Queen Reconstruction	Electrician	Overtime	8	\$40.50	\$0.00	NO PHASE	GENERAL COSTS	6/10/2017
20	Dairy Queen Reconstruction	Electrician	Regular Wa	8	\$33.75	\$0.00	NO PHASE	GENERAL COSTS	6/30/2017

**5** SAVE AS PDF

 **FOUNDATION** software

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