GETTING STARTED WITH

eACCESS

USER GUIDE

eAccess

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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.

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

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.

a) Date Range	The date range fields narrow down the paychecks that display based on the pay date.
b) Additional Filtering Options	These options are available depending on settings in the Administrative Dashboard. If enabled, your options are: • "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. • "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.
c) Pay Date	This column lists the pay date of the paycheck.
d) Check Number	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.
e) Deductions	The column lists the amount deducted for federal, state, local taxes, and miscellaneous deductions.
f) Gross Pay	This column displays the gross pay for the paycheck.
g) Net Pay	This column displays the net pay for the paycheck.

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 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 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
TOTAL	**40.00**		**$1,224.60**

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
TOTAL	**442.00**	**$14,579.18**

TAXES & DEDUCTIONS

DESCRIPTION	CURRENT	YTD
Federal >	$275.11	$3,445.61
State >	$34.25	$607.93
Local >	$21.93	$234.69
Union >	$5.00	$5.00
Misc >	$48.98	$569.12
TOTAL	**$385.27**	**$4,862.35**

FRINGES   (* Notes Taxable)

DESCRIPTION	CURRENT	YTD
401k	$24.49	$309.39
401K Test Box 14	$36.74	$464.14
TOTAL	**$61.23**	**$773.53**

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.

a) To Date PTO Balance	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) Year	In this dropdown, you can choose to see PTO information for all years, or any individual for which you have accrued or used PTO.
c) Date	This column lists the date the PTO was accrued or deducted.
d) Plan	This columns lists the plan under which the PTO was accrued or deducted.
e) Comment	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.
f) Hours	This column lists the number of PTO hours accrued or deducted.

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 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.

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].
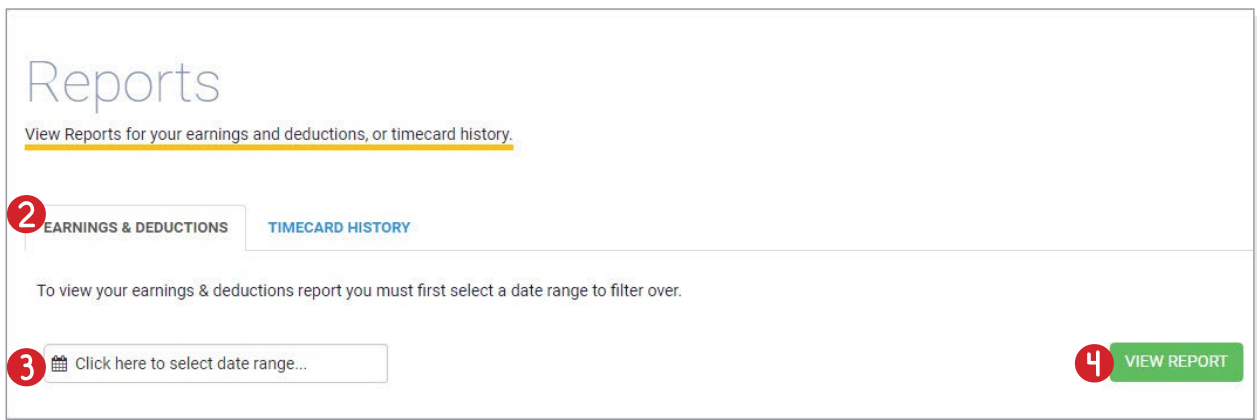
The report opens.

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

EARNINGS & DEDUCTIONS REPORT
June 1, 2017 - June 30, 2017

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

EARNINGS
*Non-Hourly Qty   # Premium Time   + Accrued Time

DESCRIPTION	HOURS	AMOUNT	FRINGE
+ Overtime	8	$324.00	
+ Regular Wages	120	$3,240.00	
Bonus Wages		$350.00	
Fringes Paid to Employee		$517.12	
TOTAL	**128**	**$4,431.12**	**$0.00**

TAXES

TAX AUTHORITY	TAXABLE EARNINGS	TOTAL W/H	3RD PARTY W/H
Federal »		$1,006.24	
State »		$150.97	
Local »		$53.51	
TOTAL		**$1,210.72**	**$0.00**

EMPLOYEE FRINGES

SOURCE	DESCRIPTION	AMOUNT	TAXABLE AMOUNT
TEST	FRINGE		
TOTAL		**$0.00**	**$0.00**

UNION DEDUCTIONS

UNION	DESCRIPTION	AMOUNT
No Data Available		
TOTAL		**$0.00**

MISCELLANEOUS DEDUCTIONS

MISC DEDUCTIONS	AMOUNT
401k	$81.62
401K Test	$81.62
TOTAL	**$163.24**

SUMMARY

DESCRIPTION	AMOUNT
EARNINGS	$4,431.12
TAXES	$1,210.72
UNION DEDUCTIONS	$0.00
UNION FRINGES	$0.00
MISCELLANEOUS DEDUCTIONS	$163.24
NET EARNINGS	**$3,057.16**

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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**.

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 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

Job: Dairy Queen Reconstruction   **Trade:** All

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

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