

## **Guía del empleado: *Employee Access Center***

Employee Access Center (EAC) es un programa computacional que permite al empleado ver sus expedientes por medio de un navegador de Internet y posiblemente actualizar información.

Este documento mostrará las páginas que el empleado puede ver basado en las decisiones tomadas por el administrador del portal.

## Pantalla de inicio de sesión

El administrador del portal determinará la dirección de Internet que los empleados usarán para ingresar a la pantalla de inicio de sesión de EAC.

The screenshot shows the login interface for the Sungard Employee Access Center 2.0. At the top left is the Sungard logo with the text "PENTAMATION INC.". At the top right is the text "Employee Access Center 2.0". The center features two input fields: "User Id:" and "Password:", both represented by empty rectangular boxes. Below these is a "Login" button. Underneath the "Login" button is a blue link labeled "Forgot your Password?".

El administrador del portal determinará si el empleado se conectará utilizando su número de empleado o la dirección de su correo electrónico.

El empleado puede seleccionar el enlace ***Forgot your Password? (¿Olvidó su contraseña?)*** para recibir un correo electrónico que contenga su contraseña si esta función ha sido activada.

La contraseña predeterminada puede ser el número de empleado o el número de seguro social. Si la contraseña es alguno de estos números, se le pedirá al empleado que la cambie antes de ver su información.

The screenshot shows the "Change Password" page. At the top is a blue header bar with the text "Change Password". Below it is a red message: "Your Password matches your User ID! It is recommended that you change it." There are three input fields: "Old Password", "New Password", and "Confirm New Password", each with an empty rectangular box. At the bottom is a "Change Password" button.

**Enlaces Help (Ayuda), Update Account (Actualizar cuenta) y Logout (Cerrar la sesión)**



Cada página del EAC mostrará los enlaces **Help (Ayuda)**, **Update Account (Actualizar cuenta)** y **Logout (Cerrar sesión)** en la parte superior.

Al ingresar, el enlace **Help (Ayuda)** mostrará información sobre la página que aparece en la pantalla.

El enlace **Update Account (Actualizar cuenta)** permite al empleado cambiar su contraseña en cualquier momento que lo desee.

El enlace **Logout (Cerrar sesión)** permitirá al empleado cerrar el portal del EAC.

**Suspensión de actividad**

La sesión del EAC está diseñada para suspender cualquier actividad después de un tiempo de inactividad de 15 minutos. Si esto ocurre, el empleado deberá oprimir el botón **OK** para renovar su sesión.



Sin embargo, si el empleado no renueva su sesión de manera oportuna, se le requerirá iniciar la sesión nuevamente.

Sorry, but the session has already expired. Please log in again.

[Close](#)

## Página de información del empleado

Los empleados podrán hacer cambios a ciertas partes de información de sus expedientes si el administrador del portal lo permite.

The screenshot shows a Microsoft Internet Explorer window with the title "Employee Access Center 2.0 - Microsoft Internet Explorer". The address bar shows the URL "http://customdev/EAC2.0/Employee.aspx". The page header includes the SUNGARD logo and the text "Employee Access Center 2.0", "Employee Information", and "CLAIRE DANES". A navigation menu on the left lists "Employee Information", "Salary & Benefits", "Leave Information", "Payroll Checks", "Deductions & Benefits", "Certifications", "Job Skills", and "Degrees". The main content area is titled "Employee Information" and contains form fields for updating employee details. The "Update" link is visible above the fields. The fields include:

Employee ID:	111	Info Release:	No
First Name:	CLAIRE	Phone Number:	691-3616
Last Name:	DANES	Work Phone:	ext- 123
Previous Name:		Email Address:	
Address 1:	717 MIXSELL STREET		
Address 2:			
City:	EASTON	Department:	ARTS
State:	PA	Check Location:	2
Zip:	18042		
Emergency Contact:	ROBERT DAVIS	Phone Number:	610-954-9029
Physician:		Phone Number:	
Spouse:		Phone Number:	

Below this is a section titled "Tax Information" with fields for FEDERAL and W4 sections. The FEDERAL section includes "Exempt:" (No), "Filing Status:" (MARRIED), and "Instructions:". The W4 section includes "No. of Dependents:" (1), "Additional Withholding:" (0), and "Withholding:".

El enlace **Update (Actualizar)** estará disponible si el administrador del portal activa esa función.

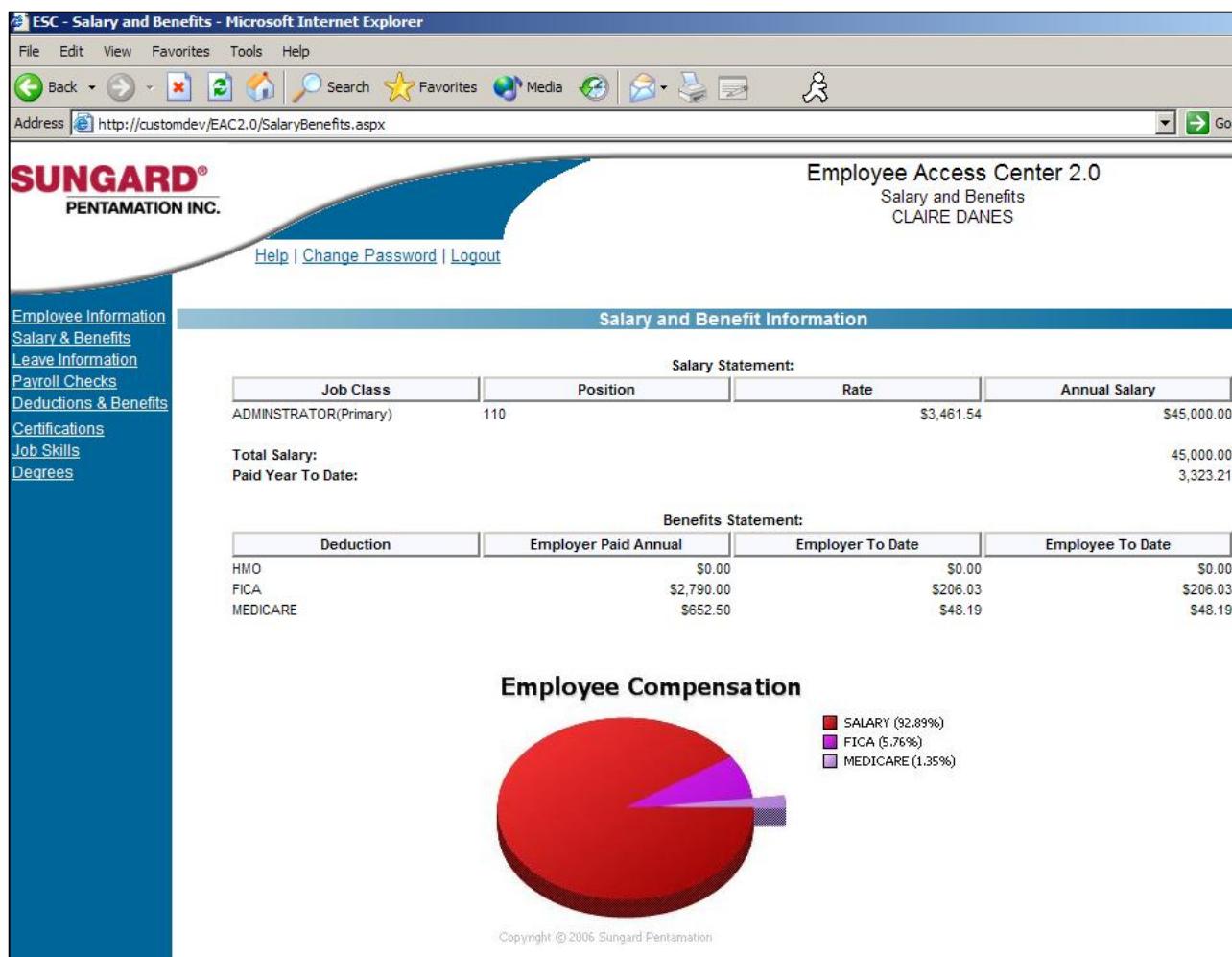
Si aparece el enlace **Update (Actualizar)**, oprímalo para ingresar a la pantalla donde el usuario puede hacer cambios en los lugares autorizados. Esta información no se actualiza

de inmediato en el expediente del empleado. Esto permite al Departamento de Recursos Humanos revisar los cambios antes de actualizar los expedientes en el programa computacional Finance Plus.

### **Pantalla de salario y beneficios**

Esta pantalla tiene solamente un propósito informativo y no permite hacer cambios en la información del empleado.

El administrador del portal puede seleccionar mostrar la gráfica de Compensación del empleado.



### **Pantalla de información sobre ausencias del empleado**

Si la asistencia se registra en la base de datos de Finance Plus, la pantalla de Información sobre ausencias mostrará las ausencias registradas durante el año fiscal o el calendario laboral tal como lo determine el administrador del portal.

La inscripción que se encuentra en la parte inferior de la página indica el color para cada tipo de ausencia. Seleccione alguna fecha de ausencia para abrir la ventanilla que contiene los detalles de esa ausencia.

**Leave Information**  
[Show Leave Banks](#)

<b>July 2000</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr><tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	T	F	S								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						<b>August 2000</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr></table>	S	M	T	W	T	F	S								1	2	3	4	5	6	7	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			<b>September 2000</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	T	F	S								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					<b>October 2000</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	T	F	S								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				
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WORK DAY  
 NON WORK DAY  
 SICK LEAVE - TEACHERS

**Leave Disclaimer:**  
Leave balances are update-to-date as of your last paycheck.

Oprima en enlace de **Leave Banks (Saldo de ausencias)** para ver el saldo.

Leave Banks				
<a href="#">Show Leave Calendar</a>				
Code	Title	Balance	Taken YTD	Earned YTD
120	SICK LEAVE 11 DAYS	7.0	4.0	11.0
310	EXTENDED SICK LEAVE ADMIN	17.0	3.0	20.0
500	PROFESSIONAL LEAVE	0	5.0	5.0

Leave Disclaimer:  
This information may not be up to date.

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Seleccione el tipo de ausencia para mostrar más detalles sobre el registro de esa ausencia.

Leave Code Detail					
<a href="#">Show Leave Calendar</a>   <a href="#">Show Leave Banks</a>					
Description	From	To	Hours	Posted	Remarks
SICK LEAVE	2/1/1999	2/1/1999	8.0	Y	CALLED IN SICK L
SICK LEAVE- TEACHER	12/4/2000	12/4/2000	15.0	Y	L
MIKES PAY	6/12/2001	6/12/2001	1.0	Y	L

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### Pantalla de información sobre cheques de nómina

[Help](#) | [Change Password](#) | [Logout](#)

[Employee Information](#)  
[Salary & Benefits](#)  
[Leave Information](#)  
[Payroll Checks](#)  
[Deductions & Benefits](#)  
[Certifications](#)  
[Job Skills](#)  
[Degrees](#)

### Payroll Check Information

Check Number	Check Date	Pay Type	Manual/Void	Net Pay
<a href="#">123124</a>	8/16/2005	Check		-883.12
<a href="#">111555</a>	7/22/2005	Check	Manual	133.27
<a href="#">111333</a>	7/22/2005	Check	Manual	1,041.79
<a href="#">111777</a>	7/22/2005	Check	Manual	35.54
<a href="#">990909</a>	7/20/2005	Check	Manual	93.12
<a href="#">808080</a>	7/20/2005	Direct Deposit	Manual	0.00
<a href="#">101010</a>	7/20/2005	Direct Deposit	Manual	0.00
<a href="#">5464312</a>	7/19/2005	Check	Manual	106.62
<a href="#">123121</a>	7/19/2005	Check	Manual	88.85
<a href="#">123321</a>	7/19/2005	Check	Manual	10.67
<a href="#">030405</a>	3/4/2005	Check	Manual	93.12
<a href="#">141414</a>	3/1/2005	Check	Manual	75.35

Seleccione el número de cheque para ver la información del mismo.

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[Employee Information](#)  
[Salary & Benefits](#)  
[Leave Information](#)  
[Payroll Checks](#)  
[Deductions & Benefits](#)  
[Certifications](#)  
[Job Skills](#)  
[Degrees](#)

### Payroll Check Information

#### Detail for Check Number 111555

Check Date: 7/22/2005

Pay Type	Hours	Earnings	Earnings YTD
002-REGULAR PAY - CLERICAL	30.00	150.00	334.52
Totals: (current pay codes)	30.00	150.00	334.52

Total YTD: (all pay codes)		3,323.21		
Deduction	Employee	Employee YTD	Employer	Employer YTD
FICA	9.30	206.03	9.30	206.03
MEDICARE	2.18	48.19	2.18	48.19
FED TAX	0.00	234.12	0.00	0.00
STATE TAX	4.35	96.38	0.00	0.00
LOCAL TAX	0.90	101.45	0.00	0.00
005-BLUE CROSS/BLUE SHIELD (inactive)	0.00	108.00	0.00	200.00
006-RETIREMENT PLAN A (inactive)	0.00	50.00	0.00	0.00
Totals:	16.73	844.17	11.48	454.22

Net Pay: **133.27**

[Return to Payroll Check Information](#)

Tome en cuenta que solamente el cheque más reciente mostrará los saldos del año hasta la fecha.

### **Pantalla de deducción de nómina y beneficios**

Las deducciones y beneficios activos se mostrarán en esta pantalla. El administrador del portal puede elegir mostrar las deducciones y beneficios inactivos.

Deduction Title	Status	Employee Paid	Employee YTD	Employer Paid	Employer YTD
BLUE CROSS/BLUE SHIELD	ACTIVE	13.50	0.00	25.00	0.00
LIFE INSURANCE	ACTIVE	0.00	0.00	0.00	0.00
RETIREMENT PLAN A	ACTIVE	0.00	0.00	3.00%	0.00

Seleccione alguna deducción para desplegar los detalles.

El administrador del portal puede proveer un enlace al portal de Internet del proveedor titulado **Additional Information (Información Adicional)**. El administrador del portal puede autorizar que empleados hagan cambios a sus registros de deducción.

**Deductions and Benefits Information - Detail for Deduction Code 005**

Deduction Code: 005      Deduction Title: BLUE CROSS/BLUE SHIELD      [More Information](#)

Status:	ACTIVE	Benefit Effective Date:
Employee Paid:	13.50	Employer Paid: 25.00
Max. Deduction:		Max. Benefit:

\* Effective Date:

\* - Field must be entered

YOU ARE HEREBY ORDERED TO SURRENDER ALL BENEFITS.

	Current	Month	Quarter	Year	Fiscal	Inception
Employee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$67.50
Employer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00
Salary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

## **Pantalla de certificados, títulos profesionales y aptitudes laborales**

Certifications			
Issued	Expiration	Type	Area
3/15/1990		INSTRUCTIONAL 1	CRISIS INTERVENTION
If any of the above is incorrect, please contact human resources at <a href="mailto:eacadmin@pentamation.com">eacadmin@pentamation.com</a> .			

Degrees							
Highest	Type	School	Date	Major	Minor	Credits	GPA
*	BACHELOR OF SCIENCE MORAVIAN		5/12/1991	ART HISTORY		32.0	3.1

Job Skills	
Job Skills	Other Interests
BILINGUAL CRISIS INTERVENTION TRAINING	

El administrador del portal puede elegir mostrar u ocultar la página de Certificados, títulos profesionales y aptitudes laborales. Esta pantalla no permite hacer cambios. Puede aparecer un enlace con una dirección de correo electrónico para que el empleado pueda enviar un correo electrónico si la información presentada requiere de una actualización.