

Employee Self Service

AccuFund Onsite

Improve Employee Access to Their Personal Information

With the AccuFund Employee Self Service module, employees can access your agency's human resource database to update personal data or tax preferences and view or print important documents.

Your human resources department controls which items employees can see. You also control the timeframe for accessing time-sensitive documents, such as open enrollment forms for insurance.

For each item, human resources also sets the level of permission an employee has, such as view only, change, and change with approval. Typically, employees can view and change their addresses, phone numbers, and contacts, while they can view and view and print their pay stubs and W-2s.

Employee Self Service Online Version

Looking for the cloud online version of this module?

[Show Me the Online Version](#)

Menu ▼ AccuFund Sample Logout

Employee Portal ◀ Phone Numbers x

View Add Change Delete

| Type | Phone Number | Notes | Status |
|---------|----------------|--------------------------|----------------|
| Primary | (303) 646-6166 | This is now my new phone | Change pending |
| Mobile | (303) 886-9392 | New mobile | |

- ▼ Edit My
 - Address
 - Contacts
 - Phone Numbers
 - Requests
 - Taxes and Benefits
 - Time Sheets
- ▼ Review
 - Clockings
- ▼ View
 - My Pay Stubs
 - My Self Service
 - News

Reduce Waste, Save Time, and Free People Up for More Important Tasks

AccuFund's Employee Self Service module improves employee access to data, while reducing the flow of paper and requests for copies of pay stubs and W-2s.

The module lets employees view the last 18 months of pay checks—either directly in the browser or in PDF format for local printing or saving.

Check#: 0000135

AccuFund Sample

Grant, Foster I.[103]

Pay Pd From: 12/02/2019 To: 12/15/2019

Check Date: 12/16/2019

| Earning | Cur Hrs | Cur Amt | Ytd Hrs | Ytd Amt | Tax / Deduction | Cur | Ytd |
|----------|---------|----------|---------|----------|-----------------|----------|----------|
| Hourly | 32.00 | 800.00 | 32.00 | 800.00 | Retirement | 132.00 | 132.00 |
| Vacation | 56.00 | 1,400.00 | 56.00 | 1,400.00 | Colorado | 73.00 | 73.00 |
| | | | | | Fica | 92.40 | 92.40 |
| | | | | | FicaMed | 31.90 | 31.90 |
| | | | | | FWT | 0.00 | 0.00 |
| | | | | | 1st EFT | 1,000.00 | 1,000.00 |
| | | | | | Insurance | 100.00 | 100.00 |

| | Earnings | Taxes | Deductions | Net Pay | Item | Balance |
|-------------|----------|--------|------------|---------|----------|---------|
| Current | 2,200.00 | 197.30 | 1,232.00 | 770.70 | Vacation | -51.00 |
| Y-T-D | 2,200.00 | 197.30 | 1,232.00 | 770.70 | | |
| Hourly Rate | 0.00 | | | | | |

Check#: 0000135

Grant, Foster I.[103]

Pay Pd From: 12/02/2019 To: 12/15/2019

Check Date: 12/16/2019

| Earning | Cur Hrs | Cur Amt | Ytd Hrs | Ytd Amt | Tax / Deduction | Cur | Ytd |
|----------|---------|----------|---------|----------|-----------------|----------|----------|
| Hourly | 32.00 | 800.00 | 32.00 | 800.00 | Retirement | 132.00 | 132.00 |
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*******COPY ONLY - NON-NEGOTIABLE*******

Let's Get Started

AccuFund supports your mission with a full suite of financial management applications for nonprofit and government organizations. To learn more and arrange a demo, contact AccuFund at 877-872-2228 or sales@accufund.com or visit www.accufund.com.

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