

## 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 ▾

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

Phone Numbers ✕

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	

## 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**

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## 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](mailto:sales@accufund.com) or visit [www.accufund.com](http://www.accufund.com).

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