EMPLOYEE LOGIN TO PAYROLL SYSTEMS 2013-14

STEP 1) Visit the Payroll Systems Login page.

Type https://psnv.payrollservers.us/pg/Ess/Default.aspx into your browser.

STEP 2) Login

The first time you visit Payroll Systems, everyone will have the same password (12345678). Your username will be the first letter of your first name, your full last name and the last four digits of your Social Security #.   See the example bellow for a correct initial login.

STEP 3) Create a new password.

This step is fairly self-explanatory. Enter your new desired password, confirm it and enter your contact information bellow.

Employee Self Service Portal

You must change your password
The new password must be at least eight characters long AND have two different classes of characters (uppercase, lowercase, symbols, or numbers)

New Password	
Confirm New Password	

We will only use your email to alert you in case there is any change in your information, or to notify you when there is something you should check on this portal (e.g. Approval/Rejection of Time off requests).
In addition, you can use it to reset your password in case you forget it.
If you do not set an email, you will have to ask your supervisor to reset the password for you.

Phone	
Email Address	
Confirm Email	

Save

STEP 4) Check for announcements and start filling out a time card.

All important announcements will be posted on this page. Click "Personal Information" to change your profile information or password, click "Time Card" to begin logging hours.

Hello MEGAN MCCLELLAND | Log Out

Employee Self Service Portal - Professional Ski Instructors

Welcome Dashboard

Dashboard

Time Card

Personal Information

PAYROLL payrolldoneright.com
solid. local. service...
S y s t e m s

MEGAN MCCLELLAND, welcome to your employee portal.

Announcements:

Statistics:
- Total hours worked this pay period: 0.00
- Total missing punches: 0
- Edits made to your time card this period: 0

Log Out

STEP 5) Start Logging your hours.

Choose the date(s) you worked and click "add" to edit your hours for the day. Once you start editing, you will be invited to make any comments for that day. The more detailed the comments, the better especially if certain circumstances have had direct effects on your hours. For example, "had to drive through a storm, traffic was slow going and added to my drive time."

Categories

There are 6 categories of time logging: Regular, Travel, Teaching, Training, Mileage and Expense. Each of these pay rates is explained in your employee handbook.

Regular hours: Office work

Travel: Hours that you spend traveling to the event, pay rate for this is $8/hour

Teaching: The hours you are on snow teaching an event, pay rate for this is $17.50/hour

Training: This is any event that you are being trained at, pay rate for this is $8/hour

Mileage: Log mileage only if you drive over 25 miles one way to an event. Mileage can be logged under "hours" once you have selected mileage as a category.

Expense: This is for any expenses that PSIA/AASI-W is going to reimburse you for.

Breaks

BREAKS WILL AUTOMATICALLY BE INCLUDED IN YOUR FINAL PAY CALCULATION, DO NOT ENTER ANYTHING INTO THE "BREAK" CATEGORY UNLESS YOU HAVE GONE OVER YOUR 30 MINUTE REQUIRED BREAK.

Events

Make sure to choose the event that you were working from the event pull down list as to give the office a clearer idea of what you are submitting hours for.

STEP 6) Save and review your hours

View a pay period by date: 11/15/2013 [GO]

< Previous Pay Period | Next Pay Period >

[Show Only Missing Punches]

Date	Edit	In	Out	Break	Category	Hours	Hrs/day	Non-OT	OT	Amount	Event
Sun 11/3	[Add]	-	-	-	-	-	-	-	-		-
Mon 11/4	[Edit][Add]	-	-	-	Mileage	60.00	↓	60.00	-		CHL-L1SPECIAL
	[Edit][Add]	-	-	-	Travel	1.50	↓	1.50	-		CHL-L1SPECIAL
	[Edit][Add]	-	-	-	Expense		-	-	-	$100.00	CHL-L1SPECIAL
	[Edit][Add]	8:15a	4:30p	-	Teaching	8.25	69.75	6.50	1.75		CHL-L1SPECIAL

In this example, I traveled a total of 60 miles to get to and from the Children's Specialist 1. I traveled for a total of 1.5 hours, and spent the night at a hotel with an expense of $100. I taught for the full day on Monday 11/14, clocking in at 8:15 a.m. and out at 4:30 p.m. Once I save all of this information, I am automatically submitting my hours to the office.

Important Notes:

1) Always leave comments whenever necessary.
2) Your break is always included.
3) Your overtime is calculated automatically.
4) Per Diems are added automatically.