



PayData's evoPay - Employee Self Serve is a web-based portal which allows employees to access their payroll information via the internet. Employees have the ability to view and print payroll vouchers and W-2s, access their demographic data and view paid time-off balances. This *paperless* payroll system aids in reducing routine employee inquiries by granting employees greater access to payroll information, and eases the burden of distributing payroll vouchers to the work force.

Initial Login to evoPay

1. Go to <https://paydata.evolutionpayroll.com/ess#/login>
2. Click on the Secure User Login and enter in the login and password provided by your employer.

The screenshot shows the login interface for the evoPay portal. At the top, there are three tabs: "Secure User Login" (which is active), "New User Registration", and "Forgot Password". Below the tabs, the heading "Identify Yourself" is followed by the instruction "Enter your credentials for access." There are two input fields: "User Name" and "Password". To the right of these fields, a large message reads "Welcome to your employee self-serve portal" and "Please sign in with your credentials to continue". Below this message is a blue link that says "Take me to the mobile version of this website". At the bottom left, there is a blue link "I forgot my password" and a "Sign In" button.

The first time you login you will need to setup your security questions and reset your password. Populate the answers, and click the black save disc in the upper left corner of the window.

The screenshot shows the "Settings" page, which is titled "Settings" and has a save icon in the top left corner. The page is divided into two main sections: "Email Notifications" and "General Security Questions". Under "Email Notifications", there is a sub-heading "We'll send relevant emails to these addresses." and two input fields: "General Address" (containing "General Email") and "Benefits Address" (containing "Benefits Email"). Under "General Security Questions", there is a sub-heading "We'll use these to verify your identity if you forget your password and can't log in." and three rows of question and answer fields. Each row consists of a "Question" dropdown menu (all set to "- Select Question -") and an "Answer" input field (all containing "required").

evoPay Dashboard Window

After successfully logging into evoPay, the initial Employee Self Service screen appears.

evoPAY
By PayData

PayData Video Trainings
Rachel Green

Home Menu Contact Settings Exit

Your Info	Pay	Resources	Time Off												
Rachel Green 123 Anywhere Burlington, VT 5401 skeck@paydata.com Emp# 12 Hired 01/01/2014	<table border="1"> <thead> <tr> <th>Checks</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>10/16/2014</td> <td></td> </tr> <tr> <td>10/09/2014</td> <td></td> </tr> <tr> <td>10/02/2014</td> <td></td> </tr> </tbody> </table>	Checks	Gross	10/16/2014		10/09/2014		10/02/2014			<table border="1"> <thead> <tr> <th>Type</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Type	Balance		
Checks	Gross														
10/16/2014															
10/09/2014															
10/02/2014															
Type	Balance														

Messages Benefits

No Current Benefits

The Dashboard provides functionality for the employee to:

- View Primary Employee Demographics
- View messages setup by the evoPay Manager
- Access Pay Statements (Click the View symbol to view gross Amt)
- Resource links made available to all employees
- View Paid Time Off
- View benefit elections, if enabled.

Navigation through evoPay is accomplished by clicking the icon buttons from the top of the screen.

You can always access the main dashboard view by clicking the “Home” button.

Clicking the **Menu** icon will provide a sub menu.

- Your Info** – Displays your employee demographics
- Pay** – Displays your full payroll history by check date
- Messages** – Displays messages from your employer
- Resources** – Displays links to commonly used websites
- Time Off** – Displays current balances, requests and allows the user to create a new time of request.

Home

Your Info Pay

Messages Resources

Time Off

Use the **Your Info** link from the Menu to access your demographics, pay rates, and make changes to your employee data. (Changes are enabled on some access levels. You may not have right to change your employee data.)

Current Info [Update Info](#)

First Name Middle Initial Last Name
Rachel Green

Address
123 Anywhere St.

City State Zip Code
VT 5401

View Your Pay Rates

Federal Tax State Tax [VT]
Marital Status Marital Status
Single Single
Dependents Dependents
0 0

Use the **Pay** link from the Menu to access payroll data. By default, the current year payroll data is displayed. You can navigate through the years in the menu to identify older checks to view.

- Select the year button to view pay statements from a specific year.
- Click the check date to view the individual stub

Pay

	Check Date	Check #	Gross
▲	02/27/2015	-99958155	\$100.00
2015	02/26/2015	-99958121	\$1,650
2014	02/12/2015	-99958321	\$1,502
2013	01/29/2015	-99958417	\$1,575
2012	01/16/2015	-99958505	\$425.00
2011	01/15/2015	-99958655	\$1,601
2010	01/02/2015	-99958851	\$1,556

Sample Paystub

Employee Direct Deposit

Company: Alpha	Period Begin: 5/17/2009	Division:
Number: 10	Period End: 5/23/2009	Branch:
Social Security #:	Check Date: 6/3/2009	Department: 1
Hire Date: 6/30/2001	Check Number: -99967264	Team: 474

Sample Client

Fed OR addl 10% PTO = -1.000000 Bal Days
--

Earnings				Deductions				
Description	Location / Job	Rate	Hours	Current	Year To Date	Description	Current	Year To Date
Regular Earnings						Fed (S/O) (1804.88)	554.05	3750.04
Salary		0.00	0.00	1500.00	12000.00	OASDI (1804.88)	111.90	782.70
VAC1		0.00	40.00	20.00	40.00	Medicare (1804.88)	26.17	183.08
Tipped Credit		0.00	0.00	302.40	604.80	VT (S /O) (1804.88)	106.00	703.04
Makeup						New York City Res (1804.88)	82.21	425.14
Personal		0.00	40.00	0.00	0.00	Checking 13XXXX	542.15	5275.84
						Savings 98XXXX	100.00	800.00
Total Earnings			80.00	1822.40	12764.80	Total Deductions	1502.48	11919.84
NET PAY		0.00				Check Amount	642.15	100.00

Copy B--To Be Filed With Employee's FEDERAL Tax Return.

38-2099603 OMB No. 1545-0008

a Employee's soc. sec. no. 005-32-6585	1 Wages, tips, other comp. 7444.20	2 Fed. income tax withheld 231.91
b Employer ID number (EIN) 852741963	3 Social security wages 9348.00	4 Soc. sec. tax withheld 579.58
	5 Medicare wages and tips 9348.00	6 Medicare tax withheld 135.55

c Employer's name, address, and ZIP code
Bad Bad Leroy Brown's Books
325 Main St
325 Main St
Burlington, VT 05401 BBS2

d Control number 1

e Employer's name, address, and ZIP code
John Garfield
1 Prine Street
Burlington, VT 05401

7 Social security tips 0.00	8 Allocated tips 0.00	9 Advance EIC payment 0.00
10 Dependent care benefits	11 Nonqualified plans	12a Code See inst. for box 12 12D 1124.80
13 Statutory employee	14 Other	12b Code 12E 336.00
Retirement plan X		12c Code 12G 320.00
Third-party sick pay		12d Code
VT 27275752725	7019.20	312.85

15 State Employer's state ID no. 16 State wages, tips, etc. 17 State income tax

18 Local wages, tips, etc. 19 Local income tax 20 Locality name

Form W-2 Wage and Tax Statement **2008** Dept. of the Treasury -- IRS
This information is being furnished to the Internal Revenue Service.

Copy 2--To Be Filed With Employee's State, City, or Local Income Tax Return.

38-2099603 OMB No. 1545-0008

a Employee's soc. sec. no. 005-32-6585	1 Wages, tips, other comp. 7444.20	2 Fed. income tax withheld 231.91
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Form W-2 Wage and Tax Statement **2008** Dept. of the Treasury -- IRS
R BW241UP NTF 487281A Copyright 2008 Greatland/Neilo



Sample W2 Form

Use the **Messages** link to view updates from your employer. These messages can change periodically, and are also available from the main dashboard view.

Messages

Message 1

Thank you for all your hard work!!!

Message 2

Please be sure to submit your paper W4 after completing online changes via evoPay!

Use the **Resources** link to access commonly used websites, and directories provided by your employer

Resources	
Links	URL
PayData Payroll Services	https://www.paydata.com/
Vermont Department of Labor	http://labor.vermont.gov/
Blue Cross and Blue Shield	http://www.bcbsvt.com/individual-insurance

Use the **Time Off** link to view your available Paid Time Off balances, and request new time off for approval. (Not all employees are granted these rights. You may not have this option, or it may be a read only link. These parameters are decided by your employer)
 Click on the Time Off Type from the left of the screen to view your balances in green. Click the Plus sign button at the top of the screen to make a new time off request.

Time Off		+		Type	Balance	Pending	
				Vacation	95.00	0.00	
All	Request Date	Status	Type	Start	End	Time	Notes
Vacation							

When making a new request for paid time off, be sure to identify the applicable dates, pay type and hours per day. You can identify specific minutes, as well as whether or not your request includes weekends. You can include a note regarding the request right on screen, and this will be submitted to your manager for review. Once complete, click the black disc in the left corner of the request window to submit your time off request to your manager.

Time Off Request

Vacation

Start Date

End Date

Hours Per Day

Minutes Per Day

Type	Accrued	Balance	Pending
Vacation	120.00	95.00	0.00

Breakdown			
Type	Date	Hours	Minutes
Vacation	03/03/2015	8	0

As soon as your request has been submitted, you'll see a line item for the date(s) requested. This will remain in pending status until your manager approves, or declines the request.

Click the **Contact** icon  to open the available phone number and email for your primary contact.

The email address that populates will open a new email using your default email program.

Contact Us For Help

Payroll

Tom Brady
802-999-1234 x12
QB@Patriotsnation.com

Select the **Settings**  link to change or reset your evoPay password, email address, or security questions.

To make changes on this screen, you'll need to populate your existing password in the New Password AND the Confirm Password fields:

Settings



Change Password
Minimum length must not be less than 6 charactersMust contain at least 1 letterMust contain at least 1 numberMust contain at least 1 symbol

New Password Confirm Password

Email Notifications
We'll send relevant emails to these addresses.

General Address Benefits Address

General Security Questions
We'll use these to verify your identity if you forget your password and can't log in.

Question 1	<input type="text" value="- Select Question -"/>	Answer 1	<input type="text" value="required"/>
Question 2	<input type="text" value="- Select Question -"/>	Answer 2	<input type="text" value="required"/>
Question 3	<input type="text" value="- Select Question -"/>	Answer 3	<input type="text" value="required"/>

Click the black Disc to save your changed entries.