

Employee Self Service

The Time Clock is able to act as an Employee Self Service module. The Employee Self Service is included with Time Matrix at no additional cost. Employees can be allowed to view and change their data and print a Payroll Check stub. The Employee Information window shows all the fields that the employee can view including the **Emergency Contact Person & Phone**. The Time Clock setup can hide any of the fields that are not wanted to be viewed. The Time Clock setup can also specify which of the fields can be changed by the employee. The Employee ID, Social Security Number, Birth Date, Hire Date, Last Review and Next Review cannot be changed by the employee. Time Matrix keeps a complete audit trail detailing the employees that made changes including their old data and their new data.

The screenshot shows a software window titled "Employee Information (BC)" with a menu bar (File, Edit, Tools, Help) and a status bar (sa Fabrikam, Inc. 04/12/17). The main area contains the following fields and controls:

- Employee ID:** BARB0001
- Phone:** 986-22-5953
- Buttons:** Pay, Edit, Close
- Time Clock First Name:** Angela
- Time Clock Last Name:** Barbariol
- Time Clock Password:** ..
- Payroll First Name:** Angela
- Payroll Last Name:** Barbariol
- Payroll Middle Name:** (empty)
- Address:** 123 Cedar St, Fort Wayne, IN 46001
- Birth Date:** 01/15/65
- Hire Date:** 05/15/13
- Last Review:** (empty)
- Next Review:** (empty)
- # Exemption:** 2
- Est W/H:** (empty)
- Add W/H:** (empty)
- Federal Filing Status:** Married
- Emergency Contact Name:** John Barbariol
- Emergency Contact Phone:** (303) 892-3527 Ext. 5678

Employee Pay Inquiry

The Employee can view historical pay by clicking the Pay button on the Employee Information window. The employees can see their historical pay for every month in every year. The Employee can only view and not change the monthly pay.

The screenshot shows a software window titled "Employee Pay Inquiry for Angela Barbariol (BC)". The window has a menu bar with "File", "Edit", "Tools", and "Help". In the top right corner, it displays "sa Fabrikam, Inc. 04/12/17" and a "Close" button. The main content is a table with the following data:

2014	Gross Wages	Federal W/H	FICA Soc Sec	FICA Medicare	Net Pay
January	\$300.00	\$44.48	\$18.60	\$4.35	\$222.63
February	\$1,308.72	\$92.12	\$80.83	\$18.90	\$1,070.38
March	\$1,308.72	\$92.12	\$80.83	\$18.91	\$1,070.37
April	\$1,308.72	\$86.23	\$80.83	\$18.90	\$1,038.34
May	\$1,308.72	\$86.23	\$80.83	\$18.90	\$1,038.34
June	\$1,708.72	\$157.71	\$105.63	\$24.71	\$1,322.91
July	\$1,308.72	\$86.23	\$80.84	\$18.90	\$1,038.33
August	\$1,308.72	\$86.23	\$80.83	\$18.91	\$1,038.33
September	\$1,308.72	\$86.23	\$80.83	\$18.90	\$1,038.34
October	\$1,308.72	\$86.23	\$80.83	\$18.90	\$1,038.34
November	\$1,308.72	\$86.23	\$80.83	\$18.91	\$1,038.33
December	\$1,308.72	\$86.23	\$80.83	\$18.90	\$1,038.34
Total	\$15,095.92	\$1,076.27	\$932.54	\$218.09	\$11,992.98

Employee Check Transaction Inquiry

By clicking on the Details button in the Employee Check Inquiry window the employee can see the details of their Payroll check. The employee can see all Pay Codes, Deductions, Benefits and State Taxes. The Employee can only view and not change the details.



The screenshot shows a window titled "Employee Check Transaction Inquiry (BC)" with a menu bar (File, Edit, Tools, Help) and a status bar (sa Fabrikam, Inc. 04/12/17). A "Close" button is visible in the top right. The main content is a table with the following data:

Trx Type	Code	Units to Pay	Pay Rate	Trx Amount
Pay Codes	HOUR	86.67	\$15.10	\$1,308.72
Deductions	401K	0.00	\$0.00	\$39.26
Deductions	MED	0.00	\$0.00	\$5.00
Benefits	401K	0.00	\$0.00	\$1.96
Benefits	INS	0.00	\$0.00	\$49.36
State Taxes	IN	0.00	\$0.00	\$40.16

Payroll Check Stub

By clicking on the Print button in the Employee Check Inquiry window the employee can print a Payroll Check stub. The check stub shows Gross, Withholdings, Pay Codes, Deductions, Benefits, State Taxes and Net dollar amounts. Having employees be able to print their own Payroll Check stubs saves the Payroll and Human Resources departments hours of work.

Fabrikam, Inc.

Barbariol, Angela
Employee ID BARB0001

Payroll Check Stub
Check # DD000000000000000017
Date: 06/01/14

Gross Wages		\$1,308.72
Federal W/H	\$86.23	
FICA Soc Sec	\$80.83	
FICA Medicare	\$18.91	
State Taxes	\$40.16	
less Total Taxes		\$226.13
less Total Deductions		\$44.26
Net Wages		\$1,038.33
Total Benefits	\$51.32	

Type	Code	Hours	Rate	Amount
Pay Codes	HOUR	86.67	\$15.10	\$1,308.72
Deductions	401K			\$39.26
Deductions	MED			\$5.00
Benefits	401K			\$1.96
Benefits	INS			\$49.36
State Taxes	IN			\$40.16