



EMPLOYEE SELF SERVICE

EMPLOYEE OVERVIEW OF IOI'S EMPLOYEE SELF SERVICE PRODUCT

ACCESSING EMPLOYEE SELF SERVICE:

- 1 Visit www.ioipay.com
- 2 Select **Employee Self Service Login** from the **Employee Login** drop-down button on the home page. If you wish to bookmark the Login page for future use, save the following address using the Internet toolbar selection **Favorites/Add to Favorites**: <https://secure.ioipay.com/selfservice/ssalicgi.exe>
- 3 If you are accessing Employee Self Service for the first time, click on the **New User?** link at the bottom of the Login page and follow the instructions. You must have a copy of a recent pay stub to set up a new User ID.

Setting up a new User ID:

- » Enter a desired **User ID** and **Password** following the guidelines on the **Registration Screen**.
- » For additional fields, you will need the following information from your check stub:
 - a Division (*check stub example below shows KARE1*)
 - b File Number (*example: 000000002*)
 - c Last 4 digits of your Social Security Number (*example: 4321*)
 - d Email Address (*example: yourname@abcinternet.com*)

TEST COMPANY	(a) DIV/LOC	KARE1	(b) EMPL FILE#	000000002	MARRIED
BARB BUNCH	DEPT NO	0100	FEDERAL EX	2	
123 Blaisdell Court	EMPL NO	000000002	STATE EX	2	
Fort Wayne IN 46805	(c) SSNO	987-65-4321	PAYROLL NO	2004-003-01	R-001

User ID:

Password:

New User?
If you are using Employee Self Service for the first time, please click on the link above to set up your account. You must have a current pay

- 4 Press the **Register** button when finished. If your User ID/Password are saved successfully, the message **"Your registration has been submitted"** appears on the screen; click **OK** to continue. Another message will appear indicating that **"Your employer must approve the login before you can begin using it..."** Read the entire message and click **OK** to continue.
- 5 Notify your company's Administrator that you have set up your User ID/Password. They will then inform you once your Login has been verified and approved for your use.
- 6 Once your Login is approved for use, go to the **Login** screen and enter your User ID and Password, then press the Login button.

VIEWING/PRINTING YOUR PAST PAYCHECK INFORMATION:

- 7 Click on the **Check Stubs** link on the left side of the screen.
- 8 Choose a **Year** from the pull down box and click the **Select Year** button.
 - » Click on the arrow on the right side of the **Check** drop-down box to select the check you wish to view/print.
 - » Checks are shown in this list in the following format: **MM/DD/YYYY** (i.e., 05/01/2009 would be the check date May 1, 2009)
- 9 The **Check Stubs** screen shows the specific information on your check stub:
 - » **Gross Wages & Net Pay**
 - » **Earnings:** Code/Description, Current & YTD Hours, Rate, Current & YTD Amt.
 - » **Deductions:** Lists all Deductions by Deduction Code, shows Current & YTD Deduction Amounts and Amounts in Arrears
 - » **Taxes:** Description/State/Locality, Current & YTD Tax withheld, Current & YTD Taxable
 - » **Direct Deposits:** Direct Deposit Type, Current & YTD Amounts deposited to each Account Type (C or S), Account / ABA# (if applicable or set to display).
 - » To print or save a copy of your pay stub, click on **View Pay Stub** and the document will open in a **PDF**.



EMPLOYEE SELF SERVICE

EMPLOYEE OVERVIEW OF IOI's EMPLOYEE SELF SERVICE PRODUCT

Name: J. SHERRILL
Division: IA048
File Number: 000026795

Pay Information

- Check Stubs
- W2 Retrieval

Information Station

- Information Center
- Forms And Links
- Employee Benefits
- Employee Data
- Change Password
- Log Out

EMPLOYEE SELF SERVICE NAVIGATION MENU

The following features are located on the left-hand menu:

10 Pay Information

- » **Check Stubs** – view or print your check stub detail from 2003 to most recent paycheck.
- » **W2 Retrieval** – view or print past W(2)s.

11 Information Station

- » **Information Center** – view company specific notifications posted by your company's Administration.
- » **Forms and Links** – view company posted forms (*PDF*) and links (*e.g., external web links*)
- » **Employee Benefits** – view a listing of your benefits (*e.g., medical/dental coverage*)
- » **Employee Data** – view and submit changes to name/address, phone numbers and emergency contact information. View vacation/sick balances (*if applicable*).

12 Change Password – change your password.

13 Log Out – log out of the Employee Self Service Station.

VIEWING/CHANGING YOUR INFORMATION:

- 14 Login to **ESS** (*Employee Self Service station*) <https://secure.ioipay.com/selfservice/ssalicgi.exe>
- 15 Click on the **Employee Data** link on the left side of the screen.
- 16 Enter any needed changes and click on the **Request Changes** button at the bottom of the screen.
- 17 Remember to **Log Out** when finished to prevent others from viewing your information.