UNICORN'S EMPLOYEE SELF SERVICE (ESS)

The Employee Self Service (ESS) tool of the Unicorn HRO system allows an employee to view personal data and payroll information such as W-4 elections, pay stubs since 01/01/2013 and paid time off balances. There is also a Paycheck Calculator feature which allows an employee to calculate what his/her net pay would be if he/she were to change deductions or tax elections. The employee may access Workforce Management (WFM) (Unicorn HRO's time and attendance) directly from his/her ESS screen once he/she is "live" in WFM.

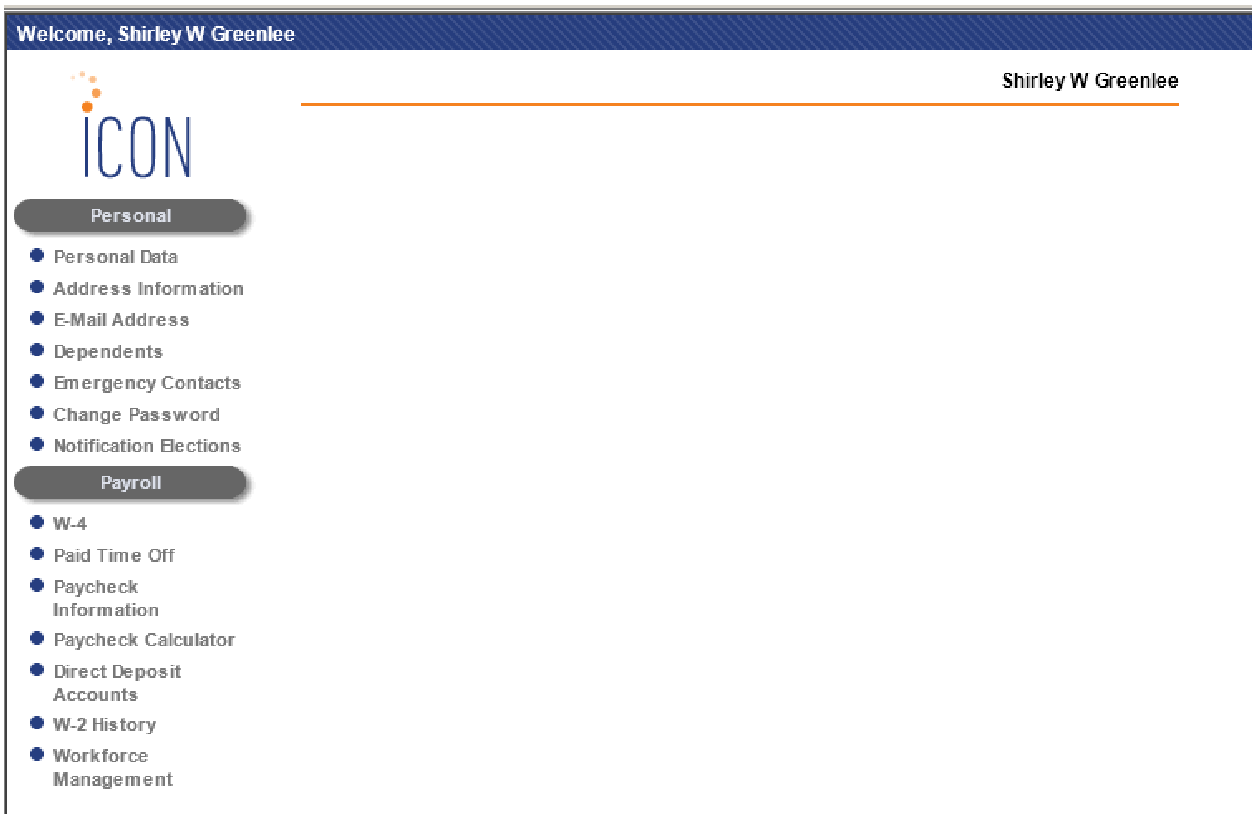
An employee may access ESS by going to the web address
http://emp.unicornhro.com

Customer ID: 2629

Employee ID: The 6 digit employee number located on the upper left hand corner of the pay stub. (This same number is used to sign into WFM.)

Password: Last 4 digits of SSN and 4 digit birth year (no space in between).

After an employee successfully logs into ESS for the first time, he/she should change his/her password. Below is a sample of what the screen will look like upon log in.



The following is a listing of available changes that an employee may make from this screen:

Personal

Personal Data	Update
Address Information	Add
E-Mail Addresses	Add
Dependents	Update, Add
Emergency Contacts	Update, Add, Delete
Change Password	

Payroll

W-4 (Federal)	Add
Paid Time Off	View
Paycheck Information	View
Paycheck Calculator	
Direct Deposit Accounts	Add
W-2 History (Beginning 2013)	View
Workforce Management (Once "live" will redirect user to WFM system)	

PERSONAL

Personal Data: you may update this information. At the bottom of the page on the right hand side is a button marked "update". Click on this to make any changes to your personal information currently residing in the system. When your changes are complete, click on the "submit" button at the bottom of the page to save your changes.

Address Data: you may add your new address. The system does not allow you to delete any addresses currently in the system for you. This information is archived and is not deleted from the system. Click on the add button at the bottom right of the screen to add your information. The first line in this screen is a drop down box. Click on the drop down and choose "Mailing" when entering your new mailing address.

E-mail address: you may add an e-mail address. The system does not allow you to delete any addresses currently in the system for you. Choose the type of e-mail address you are adding in the drop down box on the first line.

Dependents: you may add or update your dependent information. Be sure to look carefully at the information appearing in this section as it may be incorrect due to outdated information or problems occurring during conversion from our old system. You cannot delete your dependent information. If you need to have information deleted please contact the Human Resources Department.

Emergency Contacts: you may add, delete or update this information.

Change Password: this section allows you to change your password. If you are unable to access ESS and need to change your password, please contact the Human Resources Department to have your password reset.

PAYROLL

W-4: you may change your FEDERAL W-4 only. If your state requires a W-4, you must contact the Payroll Department at Liberty Healthcare to do so.

Paid Time Off: you may view your paid time off balances in this section.

Paycheck Information: you may view your paystubs by pay period. Click on the blue dates and you can view and print these paystubs.

Paycheck Calculator: you may go into this section and perform "what if scenarios". For example, what if I change the number of dependents, how much will my take home pay be? This tool will allow you to see what would happen if you were to make the change. None of the changes that you make using paycheck calculator are saved on the system and they will not affect your paycheck. This feature is informational only.

Direct Deposit: you will see your bank account(s) listed when you go to the Direct Deposit Accounts function. If you need to change any of your bank information, click on the "make changes" button. A warning message will be displayed. This warning is to let you know that any changes you make may cause all of your bank accounts to be "pre-noted" on the next pay period. This means that a "test" entry will be sent to the bank to verify that the ABA number and bank account you entered are correct. During this pre-note period, you will receive a live check instead of a direct deposit voucher. Once the bank account information has been verified, your net pay will once again be directly deposited to your bank account(s). To make changes to your bank account, click “OK”. Otherwise click “CANCEL”.

To enter another bank account, click on the ADD button. To change the bank account information you just entered, click on the Priority in the left column. If you only use one bank account the priority number will be 1. If you have a second account that priority will be 2, and so on. Deposits are made in numerical order beginning with Priority 1. If you have two accounts, the deposit will be made to Priority 1 first and then Priority 2. However, for example, if you are setting up your direct deposit to reflect that $50 of your pay goes to one account and the rest of your pay to another account, the $50 payment should be a Priority 1 and the Deposit Balance account should be set up as Priority 99 (deposit balances are always Priority 99 in the system). As a rule it is best to use dollars and deposit balances only when setting up your direct deposit accounts.

To delete the account entered, click on the DELETE button in the right column.

W-2 History: Beginning in February of 2014 you will be able to view your 2013 W-2 form.

Workforce Management: this allows you to access the time and attendance system. This function will be enabled when your location has gone live on the time and attendance system. Check with the Human Resources or Payroll Department for further information.