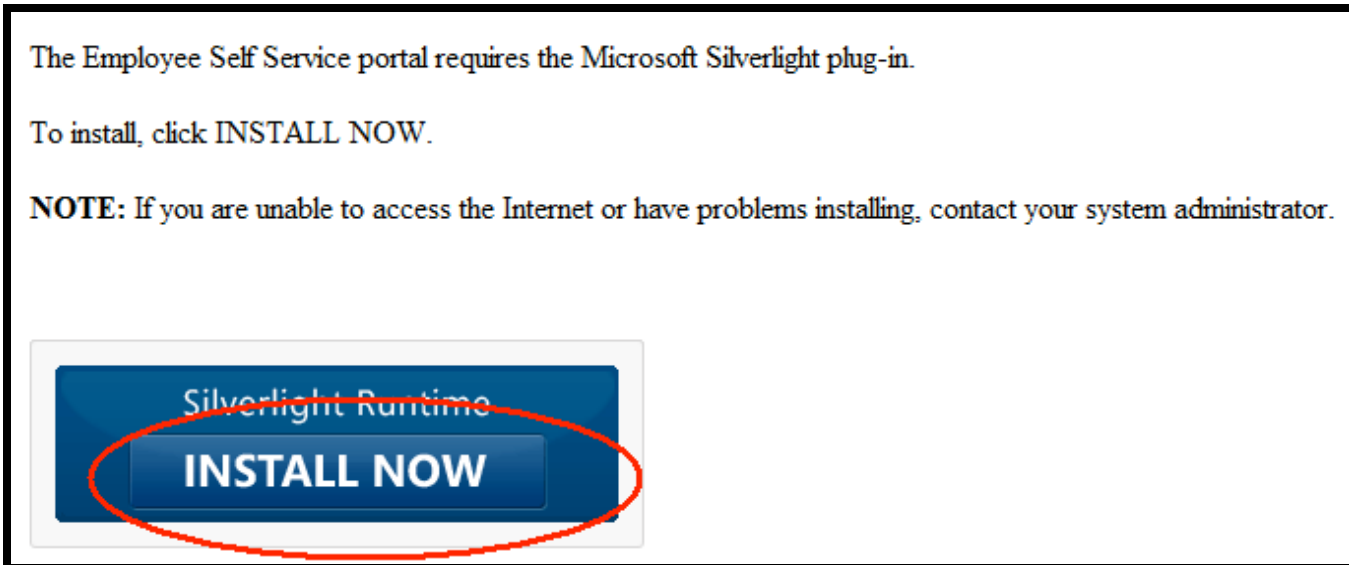


HUMAN RESOURCES/PAYROLL PORTAL

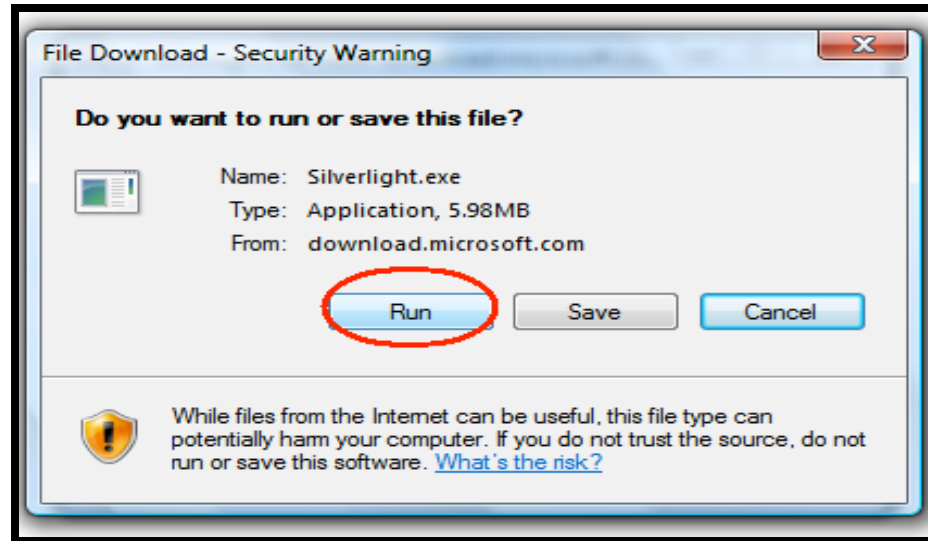
SILVERLIGHT INSTALL

Please skip to Page 4 if you do not see this prompt to install.

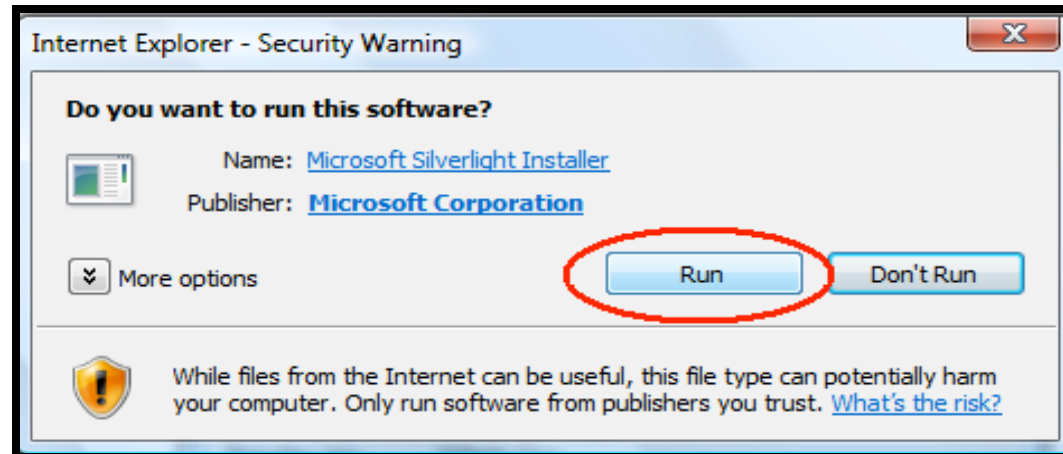
- 1) When you access the Employee Portal, your system may require Microsoft Silverlight plug-in. The window will prompt you to install Silverlight. Click on **INSTALL NOW**.



Click on RUN to download the installation.



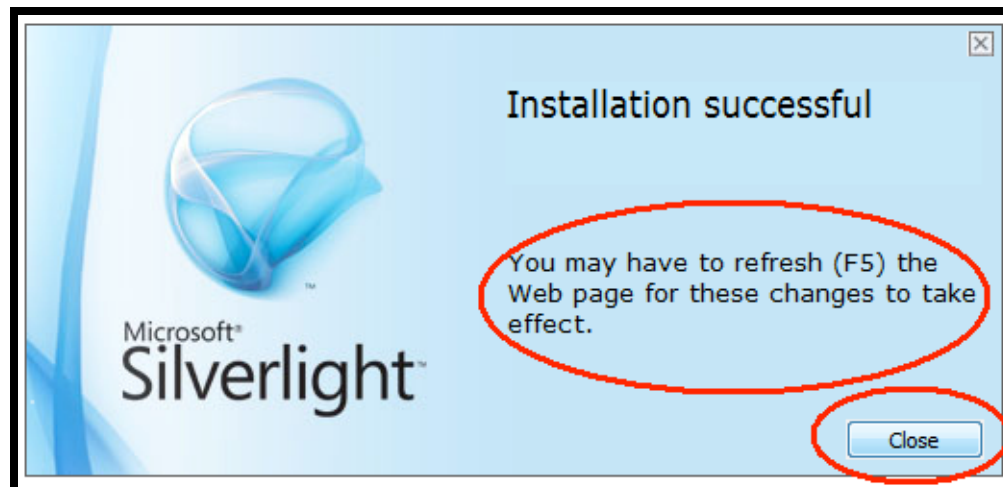
2) After the installation is done downloading, click on RUN to install.



3) A window will appear to install Microsoft Silverlight.



4) Once the installation is completed, you will either need to hit F5 to refresh or close your Internet Explorer and open the Human Resources/Payroll Portal again.



HUMAN RESOURCES/PAYROLL PORTAL

GUIDE

- 1) USRE NAME AND PASSWORD is the same as if you are logging onto your computer. Please see below.



Employee Self-Service

Human Resources and Payroll Solution

2014.3

Access your human resources, benefits and payroll information with API Healthcare's Human Resources and Payroll Solution. With access and transparency, you have control over your employees, benefits, pay statements, W-2s, PTO and direct deposit data.

© 2010-2015 API Healthcare Corporation

Welcome

Please sign in to your account.

User Name

010310



Password

••••••••



Domain

Method



Sign In

FOR FIRST TIME LOG IN: YOU ARE REQUIRED TO ENTER THE LAST 4-DIGITS OF YOUR SSN



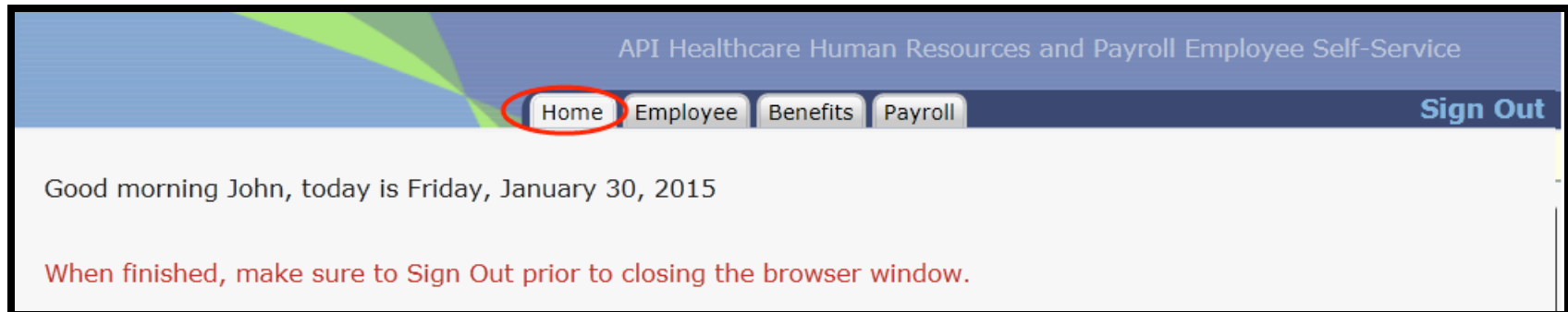
+ API Healthcare Employee Self-Service

Please enter the last four digits of your Social Security Number:

Last Four Digits of SSN:

Login

Once you are logged in, you will see the HOME page.



API Healthcare Human Resources and Payroll Employee Self-Service

Home Employee Benefits Payroll Sign Out

Good morning John, today is Friday, January 30, 2015

When finished, make sure to Sign Out prior to closing the browser window.

- 2) **EMPLOYEE-PERSONAL INFORMATION:** This shows your current demographic information. You can make changes any time; however the changes will not take effective until HR reviews and approves. For any non-editable fields, please see HR to make changes as we need proper documentation(s).

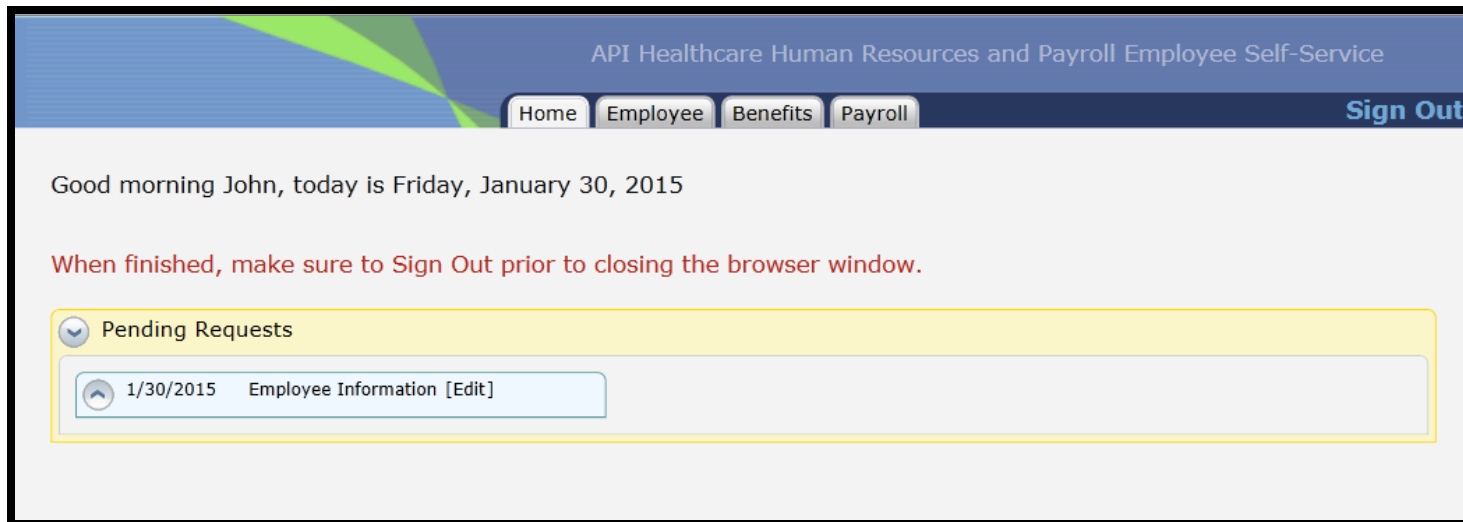
API Healthcare Human Resources and Payroll Employee Self-Service

[Home](#) [Employee](#) [Benefits](#) [Payroll](#) [Sign Out](#)

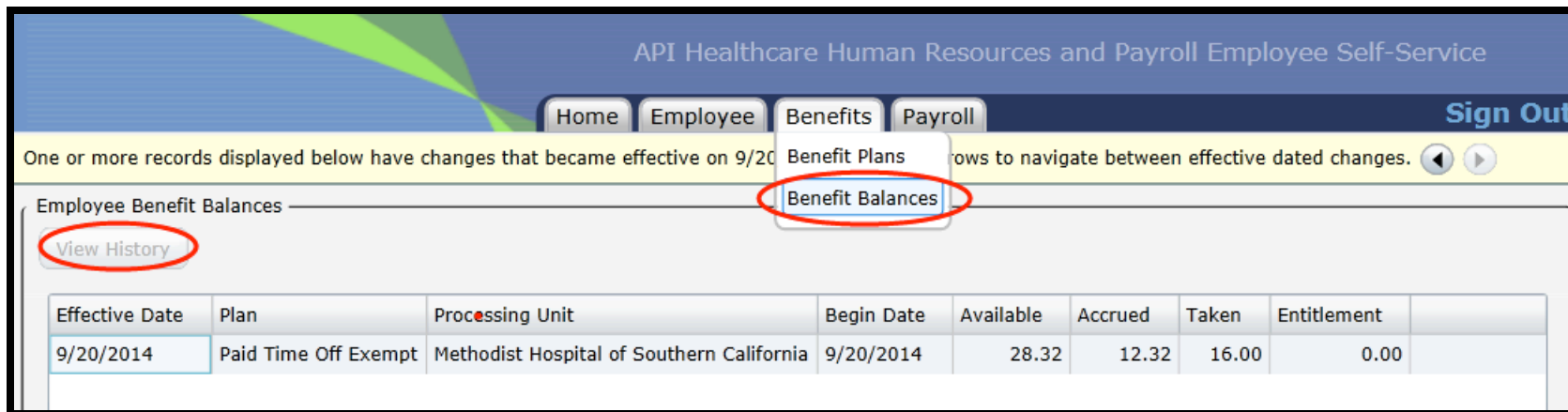
Effective Date: 1/30/2015 [Save](#)

Employee Information * First Name: John * Last Name: Doe Middle Name: Preferred Name: Employee Code: 010310	Address Information Primary Address Line 1: 300 W. Huntington Line 2: ZIP: 91007 City, State, County: Arcadia, California, Los Angeles Country: United States
Personal Information * Birth Date: 1/1/1982 Age: 33 Marital Status: Single Race: Asian Gender: Male	Phone Information Primary Phone Number: (323) 449-2559
Electronic Consent	Web Address Information Primary Email Address E-mail: Robert.Ronquillo@methodisthospital.org

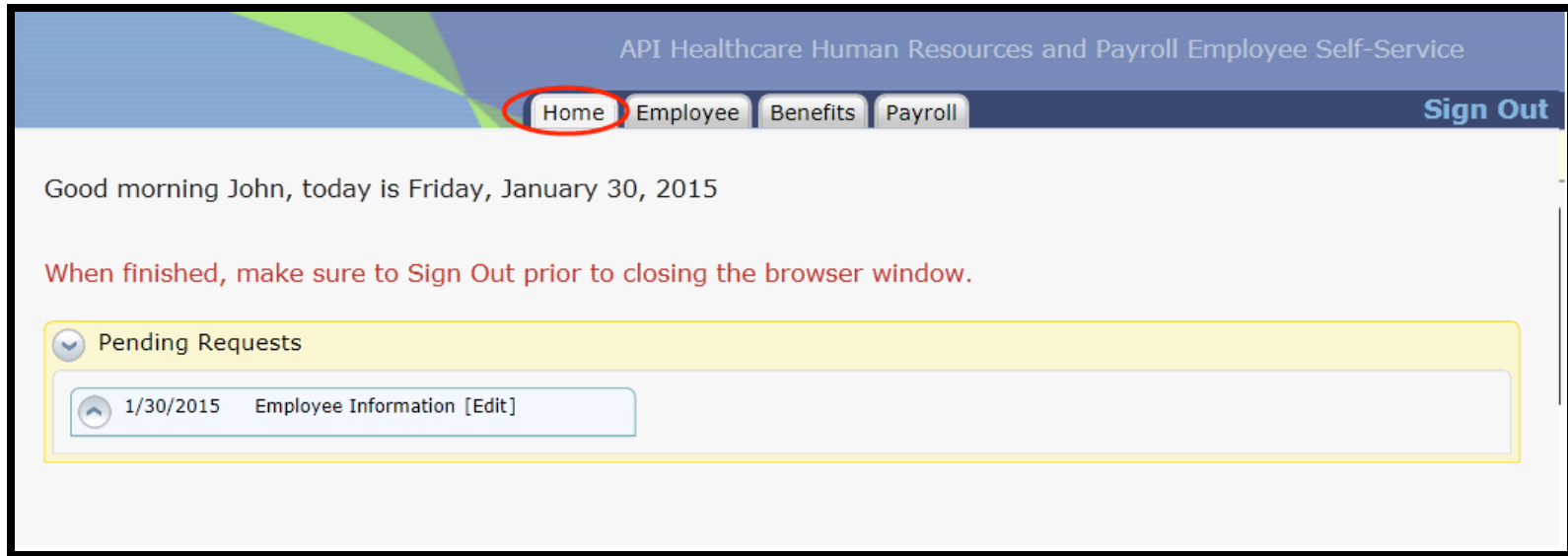
You can view the status of your change request on the HOME tab. You can see if your request is pending, denied and/or approved.



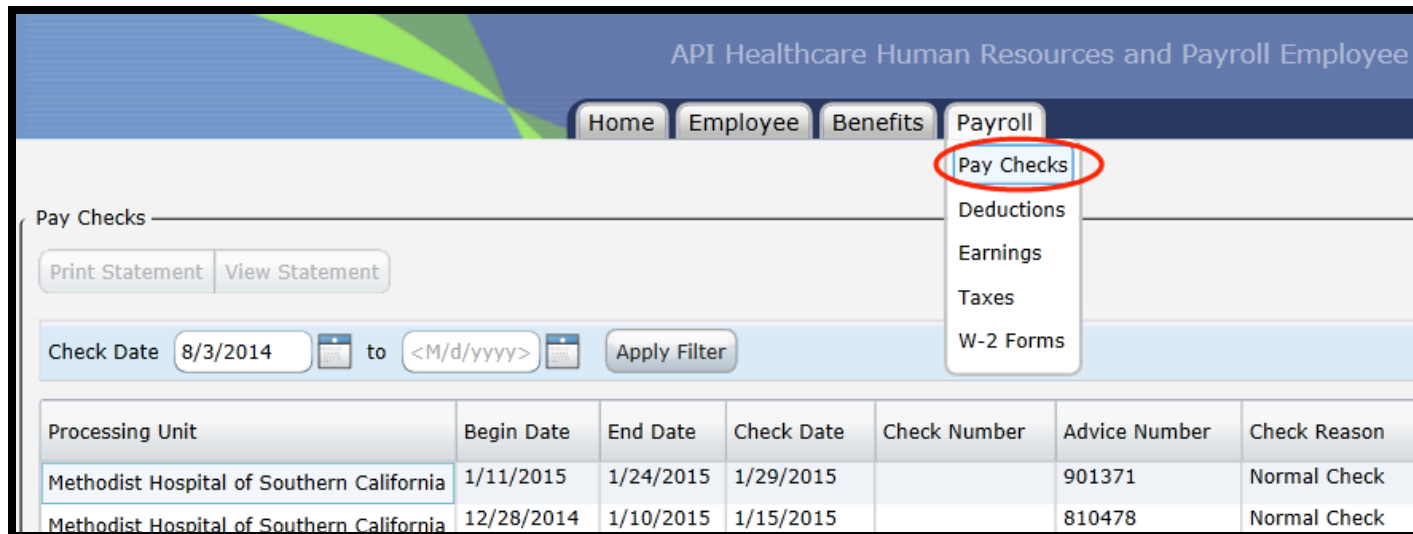
3) **BENEFITS-BENEFIT BALANCES**: This shows your available, accrued, and taken PTO/XSL balances. You can see hours you have taken and the hours accrued per pay period.



- 4) **BENEFITS-BENEFIT PLANS:** This shows your current benefits enrollment and the monthly cost of each plan, excluding AFLAC plans. If you notice any error(s), please contact Human Resources (ext 3607).



- 5) **PAYROLL-PAY CHECKS:** This shows your pay checks history. You can view and print any of your past paychecks.



PAYROLL-DEDUCTIONS AND EARNINGS: This shows a history of all your deductions and earnings. You can select any deduction or earning and it will pull all your past pay checks associated to that deduction or earning.

API Healthcare Human Resources and Payroll Employee Self-Service

Home Employee Benefits Payroll Sign Out

Pay Checks
Deductions
 Earnings
 Taxes
 W-2 Forms

Deductions

View History

Effective Date	Processing Unit	Description	Amount	Amount	Arrears Balance	Start Date	End Date
6/28/2014	Methodist Hospital of Southern California	Nutritional Services	\$0.00	\$0.00	\$0.00		
11/15/2014	Methodist Hospital of Southern California	403B	15.00%	\$0.00	\$0.00	11/15/2014	
12/15/2014	Methodist Hospital of Southern California	Tobacco Surcharge	\$0.00	\$0.00	\$0.00		

6) **PAYROLL-TAXES:** This shows your current State and Federal tax withholding. To view your withholding, click on the EDIT button. This is currently VIEW ONLY. If you need to make a change, please fill out a W-4 form in Payroll and/or HR.

API Healthcare Human Resources and Payroll Employee Self-Service

Home Employee Benefits Payroll Sign Out

Pay Checks
 Deductions
 Earnings
Taxes
 W-2 Forms

Tax Information

Edit

Effective Date	Organization Unit	Tax
6/4/2014	Methodist Hospital of Southern California	Federal Income Tax
6/4/2014	Methodist Hospital of Southern California	California State Tax

Once you click on EDIT, you will see your withholding data.

The screenshot displays the 'API Healthcare Human Resources and Payroll Employee Self-Service' interface. At the top, there is a navigation bar with buttons for 'Home', 'Employee', 'Benefits', and 'Payroll', along with a 'Sign Out' link. The 'Payroll' menu is open, showing options for 'Pay Checks', 'Deductions', 'Earnings', 'Taxes' (which is circled in red), and 'W-2 Forms'. Below the navigation, the 'Effective Date' is set to '1/30/2015'. The main content area is titled 'California State Tax' and includes a 'Tax Code: SIT-CA' and a 'Tax Description: California State Tax'. There are 'Save' and 'Close' buttons in the top right corner. The form contains three sections: 'Filing Status Withholding Allowances' with a dropdown menu set to 'S' and a description 'S'-single, 'M'-married, or 'H'-head of household; 'Regular Allowances (1)' with a description 'Number of allowances for Regular Withholding Allowances, Worksheet A' and a value of '0'; and 'Additional Allowances (1)' with a description 'Number of allowances from the Estimated Deductions, Worksheet B' and a value of '0'.