

EMPLOYEE ONLINE

Provide employees with the means to modify, correct and otherwise update their personnel records via the Internet with Employee Online, an online human resources application. Enable authorized users to access up-to-the-minute information that is fully integrated with the IFAS Human Resources module. After logging in to Employee Online, employees can peruse their personnel records on file, including current contact, direct deposit, benefit package, insurance information, and more. In addition to displaying information, you can use Employee Online to handle change requests; for example, a user can request that a new dependant be added to a health insurance plan using Employee Online. By automating many of the processes that Human Resources departments normally handle, you can provide instant, anytime access to employees while easing the burden on administrative roles.

Features

- View and update address and emergency contact information.
- Send money from your paycheck directly to the bank utilizing direct deposit. You may designate a flat amount or a percentage of your check to be deposited into one or more specific accounts.
- Modify pre-tax deductions such as 457 and 401(k) savings plans. Indicate an amount to be deducted from your paycheck that will count toward the purchase of savings bonds.
- View and modify your benefit package.
- View and update both federal and state tax-filing status. You can also change the number of dependents declared and indicate additional withholding amounts.
- View check stub information for past pay periods.
- View the status of your current position. Status can include position title, position history, salary schedule and grade, and pay rate(s).
- Maintain a record of any special position-related training that you have received.
- Review contact information such as phone numbers and e-mail addresses for all employees.