EMPLOYEE SELF-SERVICE USER GUIDE

Employees can access the system on a desktop computer, or download the mobile app to access the system from a mobile device. The following explanations and examples show what users experience using the desktop application. These features shown in this guide are accessible by both employees and employers.

DESKTOP LOG IN

- To connect to the employee self-service, go to alerusrb.com, click login, and select Payroll (Alerus).
- A secure user log-in window will appear. Enter the case sensitive information.
 - Company short name. If you do not know your company's short name, contact your human resources manager.
 - Username = First Initial + Last Name + Last 4 of Social Security number, (e.g., John Doe = JDoe1234)
- Password = Password1!
- Click LOGIN.

Log In	3:34 PM [EDT]
Company	
Company	
Username	
1	
Password	
6	
LOGIN	

CHANGE PASSWORD

- You will be prompted to change your password.
- Once complete, click **CHANGE**.

CONFIGURE VIRTUAL CODE SETTINGS

- When directed to this section, select a text, phone call, or email to verify your identity.
- Follow the instructions and enter the code you receive
- Click **CONTINUE** to view your Alerus home dashboard.
- NOTE: VCA requests must be approved by the company admin.

		Configure Virtual Code Settings Please select one of the following methods to validate your identity. A code will be sent to the method chosen. You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection. Methods: • • Text Message • Voice • Email Email will be sent to: a************************************	
		 Penter Code By checking this box, the system will not require the entry of a code from this browser and computer with each login. If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you. 	
202	1	CONTINUE	

SUPPORTED MOBILE OPERATING SYSTEMS

The operating systems we support, though they may not be actively tested, include:

- IOS 11.4.1 to the latest
- Android 6.0.1 to the latest

DOWNLOAD THE MOBILE APP

From the App Store or Google Marketplace, search for the **HCMToGo** app and download it.

	HCMToGo Workforce Ready Business		**** 649 1
HCMTOGO*	Add to Wishlist		Install
Dashboard provides quick access to important information	Manager and employees can submit Time OII Requests , view history & check balances	Employees can view Pay Statements and History	A fully or Timesheat
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FIRST TIME LOG-IN

You will need your **Company Shortname** information for initial log-in and select **Region**.

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	Welcome to HCMtoGo
	Select your region
	O Australia O Europe
	🔿 North America
	Company Shortname * 🕐
	Company Shortname
	CONTINUE

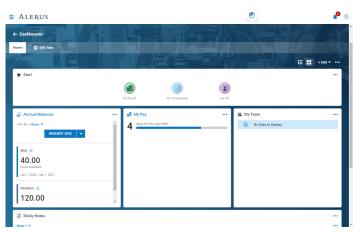
LOG-IN VIEW

From the Log-In screen, enter your company provided credentials and tap the **Login** button. Or, if Touch ID/Face ID has been enabled for you, use your registered signer or face to log in.



EMPLOYEE SELF-SERVICE USER GUIDE

ALERUS



CLOCK

If your company requires you to clock in/out, you can do so from this widget. This widget will display the current date/time/time zone. A hyperlink for your timesheet is available here, as well as options to allow you to quickly clock in or clock out, as well as perform job transfers through the Change Cost Center option. The options shown here may differ from how your company has your clock widget configured.

ANNOUNCEMENTS

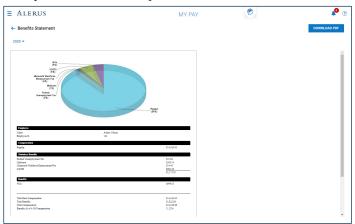
Your company may place special announcements on your dashboard. You can view these by tapping on either the Info icon or the arrow. To close the announcement, tap the **X** or tap **Close**.

MY PAYROLL

My Payroll provides access to various statements regarding your employment.

BENEFITS STATEMENT

Employees can view a summary report of their benefits, by year, and opt to download the report as a PDF.



W2

Employees can view and download Form W2. Users can consent to receive the form electronically, instead of requiring a paper copy by clicking the **E-Consent** button. Users who choose this option will not receive paper copies unless they turn electronic consent off.

TAX FORMS

Employee tax forms for viewing or action will be under this menu.

MY PAY

In the My Pay widget, you can see a countdown until your next pay. By tapping the My Pay you can view your pay history. An e-signature agreement is located here to allow you to agree to receive your pay statement electronically. Tap the **Pay Statement** link and the pay statement will display in PDF on a separate page. From there, you can download and save the PDF to your device.

Alerus		MY PAY	
- Pay History			
RECENT HISTORICAL			
Aug 21, 2020	Aug 07, 2020	Jul 24, 2020	
Net Payment	Net Payment	Net Payment	
s 1,104.75	s 1,039.28	s 1,039.29	
Type Regular	Type Regular	Type Regular	
Pay Period Start Aug 03, 2020	Pay Period Start Jul 20, 2020	Pay Period Start Jul 06, 2020	
Pay Period End Aug 16, 2020	Pay Period End Aug 02, 2020	Pay Period End Jul 19, 2020	
Gross \$1,720.00	Gross \$ 1,600.00	Gross \$ 1,600.00	
Check \$ 0.00	Check \$0.00	Check \$ 0.00	
Direct Deposits \$ 1,104.75	Direct Deposits \$ 1,039.28	Direct Deposits \$ 1,039.29	
	R PAY STATEMENT	E. PAY STATEMENT	

DIRECT DEPOSITS

Employees can manage direct deposits, set up new direct deposits, edit existing direct deposit accounts or designate specific amounts to be paid in a live paycheck. In addition, employees can also provide authorization to receive pay statements electronically instead of receiving paper copies.

All employee bank changes will go through the pre-note process. Please allow three business days for this process. If a new bank account change is submitted less than three business days before the payroll processes, a live check will be cut.