

# 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 = **Password!**
- Click **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.

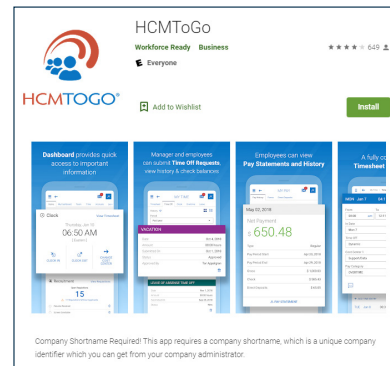
## SUPPORTED MOBILE OPERATING SYSTEMS

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 **HCMTToGo** app and download it.



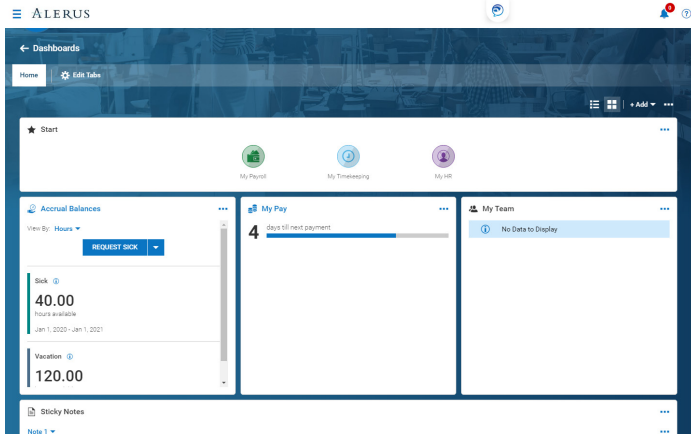
## FIRST TIME LOG-IN

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

## 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.





**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**

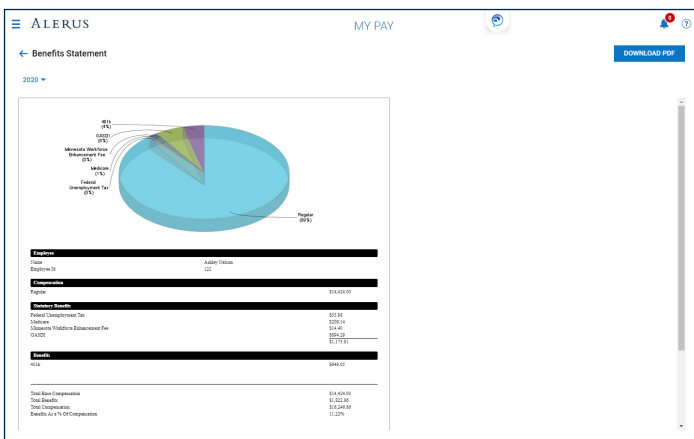
Your company may place special announcements on your dashboard. You can view these by tapping on either the Info icon or the arrow. To close the announcement, tap the **X** or tap **Close**.

**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**

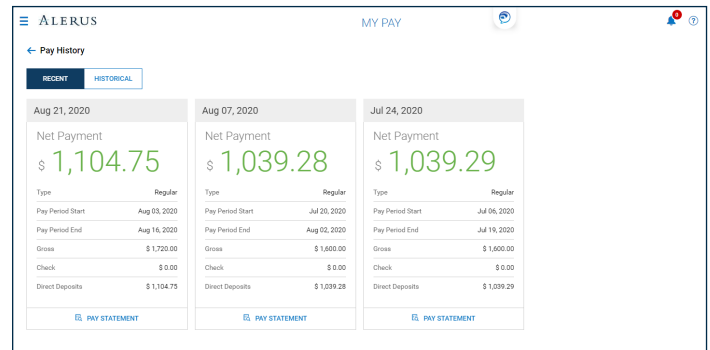
Employees can view and download Form W2. Users can consent to receive the form electronically, instead of requiring a paper copy by clicking the **E-Consent** button. Users who choose this option will not receive paper copies unless they turn electronic consent off.

**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.



**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.