



## **Employee Self Service Guide**

### **Introduction**

The PDS Employee Self Service Portal (ESS) is an interactive web based tool allowing you to view and manage critical information about you, your benefits, and your compensation.

The Portal allows you to:

- Review your Paycheck
- Review your current Health and Insurance Benefits
- Review and Update your Paycheck Direct Deposit Designation
- Update your Tax Withholding Allowances (W4)
- Define and Update your Emergency Contacts
- Define and Update your Contact Information
- Elect Your Benefits as a New Employee
- Change Your Benefits based on Life Events (Birth, Marriage, Etc.)
- Elect your Benefits during Annual Enrollment

Depending on your job function and duties additional features may also be available to you.

### **Security**

The web site is protected by 128 Secure Socket Layer Communications and is secured by advanced firewalls to keep unauthorized parties from gaining access to your personal information. Firewalls keep our public web servers separate from the servers that contain your account and personal data, so, they can't be accessed directly from the internet.

We will never send you an email requesting your account number, User Name, PIN, Password or other personal information. We create a unique User Name for each user and require each account to have a strong password, containing letters, numbers and special characters.

Internally, your information is limited by a well established computer system approach called "least privilege access". Our staff is thoroughly trained in our policies and how to enforce them.



## Employee Self Service Guide

### Establishing an Account

An account is established for you automatically by you being employed by PDS Tech, Inc. When your employment record is established an email is sent to the address established during your application process. The email contains your unique User Name and logon procedures. If you have not, or, do not receive this email by your tenth day of employment, you may contact your PDS representative (recruiter) and request it by telephone.

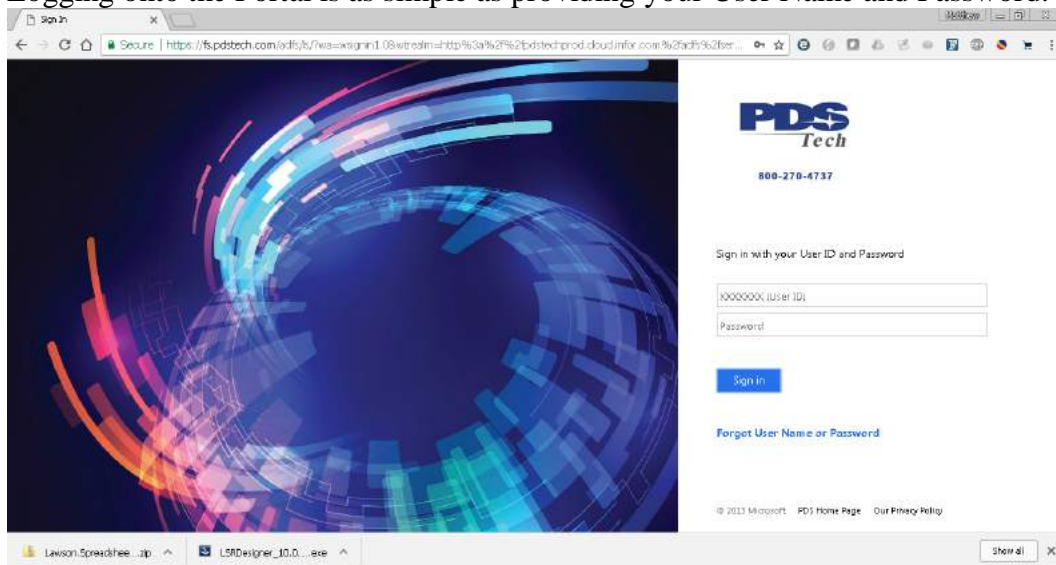
Your default password is the Month (2 digits) and Year (4 digits) of your birthday, followed by the first two letters of your last name. For example, if you are John Doe and were born in January of 1975, your password would be 011975Do. **Note, the FIRST LETTER of your LASTNAME must be capitalized.**

We *strongly* suggest you change your password after logging in to enhance your personal security. Your password must be at least 8 characters in length and contain a combination of upper and lowercase letters, numbers and special characters (!@#\$%^&\*).

The email you received will contain a link to the PDS Employee Self Service Portal. The Portal address is <http://ess.pdstech.com>. Although a link is provided, for your security, we suggest always typing this link address in your browser rather than clicking through the link in an email.

### Logging On

Logging onto the Portal is as simple as providing your User Name and Password.

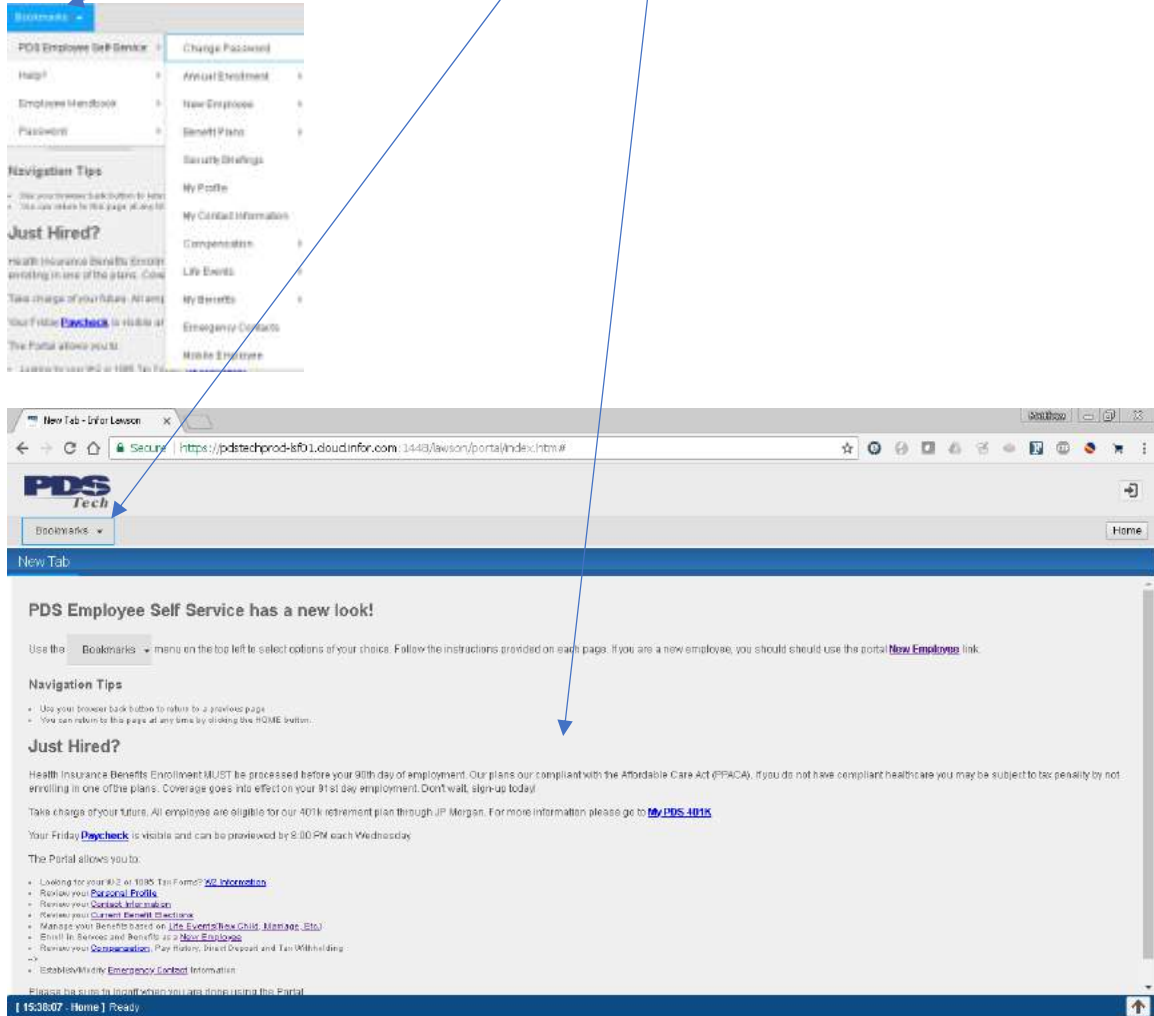




# Employee Self Service Guide

After logging in you will be presented with a welcome screen

The screen is divided into two sections. The bookmark menu allows you to select the service of interest to you in the portal. The bottom panel is where information is entered, changed or displayed. Clicking on any of the menu options will either take you to a specific topic, or, bring up a sub menu of topics or actions.



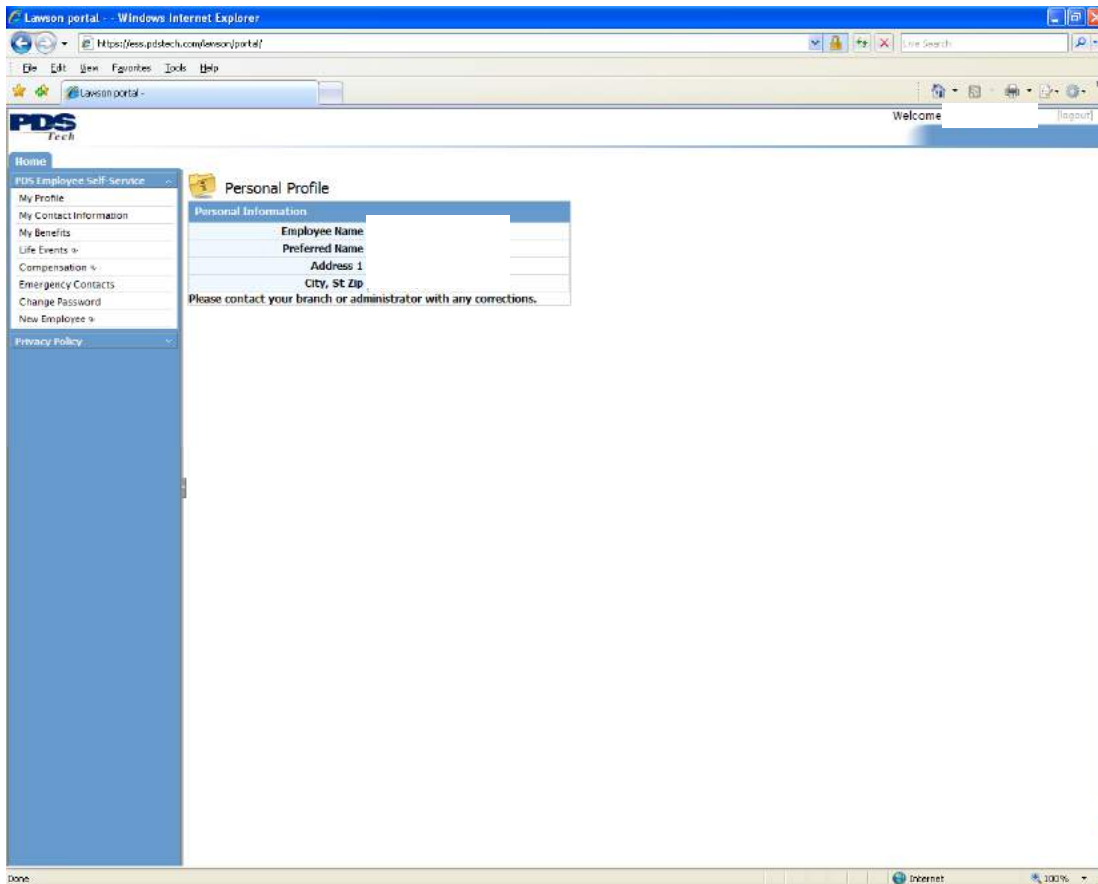


## Employee Self Service Guide

The following section illustrates the options available and the particular navigation of each of the Portal screens.

### My Profile

My Profile displays current information we have about you. The information presented is your domicile or permanent address. If it is incorrect and you are a contractor, you should contact your PDS Branch Representative and ask them to correct it. If you are a staff employee, please email [humanresources@pdstech.com](mailto:humanresources@pdstech.com) with your change.

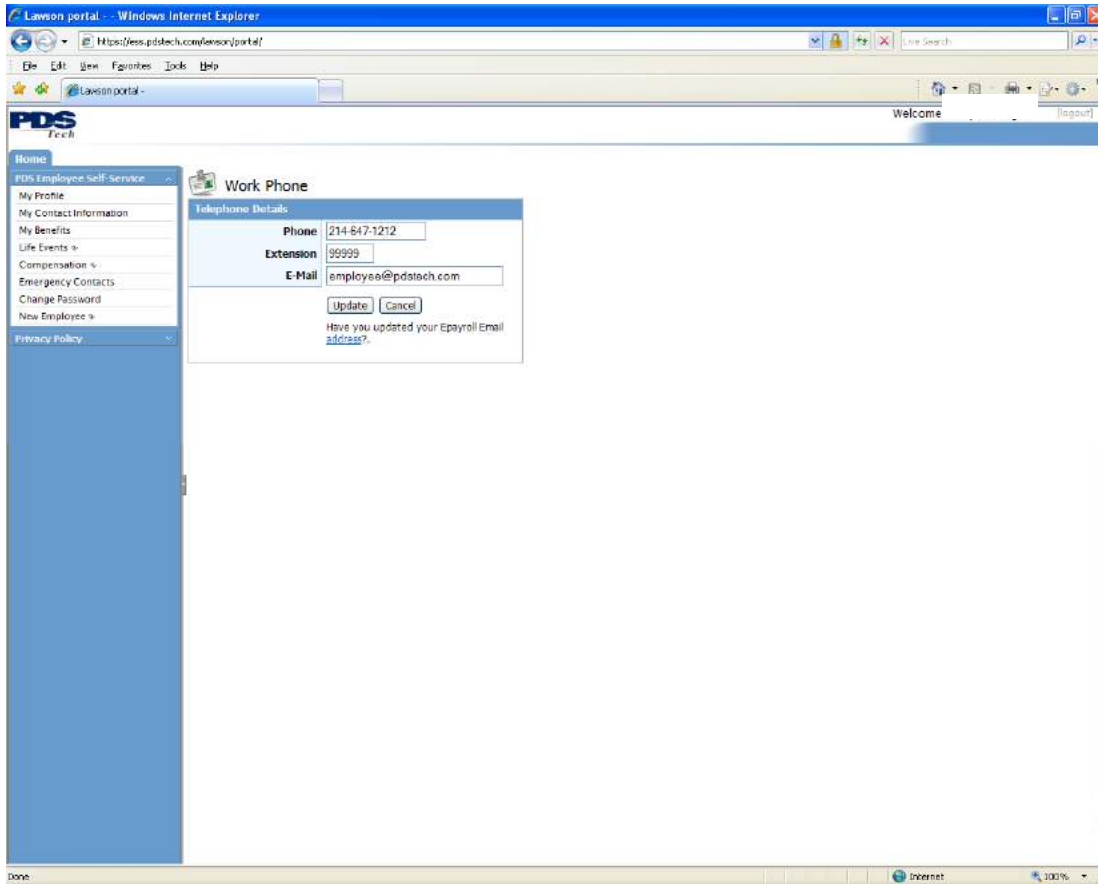




# Employee Self Service Guide

## My Contact Information

My Contact Information allows you to review and modify your contact information. You should update this information whenever you change your work phone number, extension or email address. The email address is the address we use to contact you about new features and enhancements to the portal. You must have access to the email address you provide to reset your password on the portal.



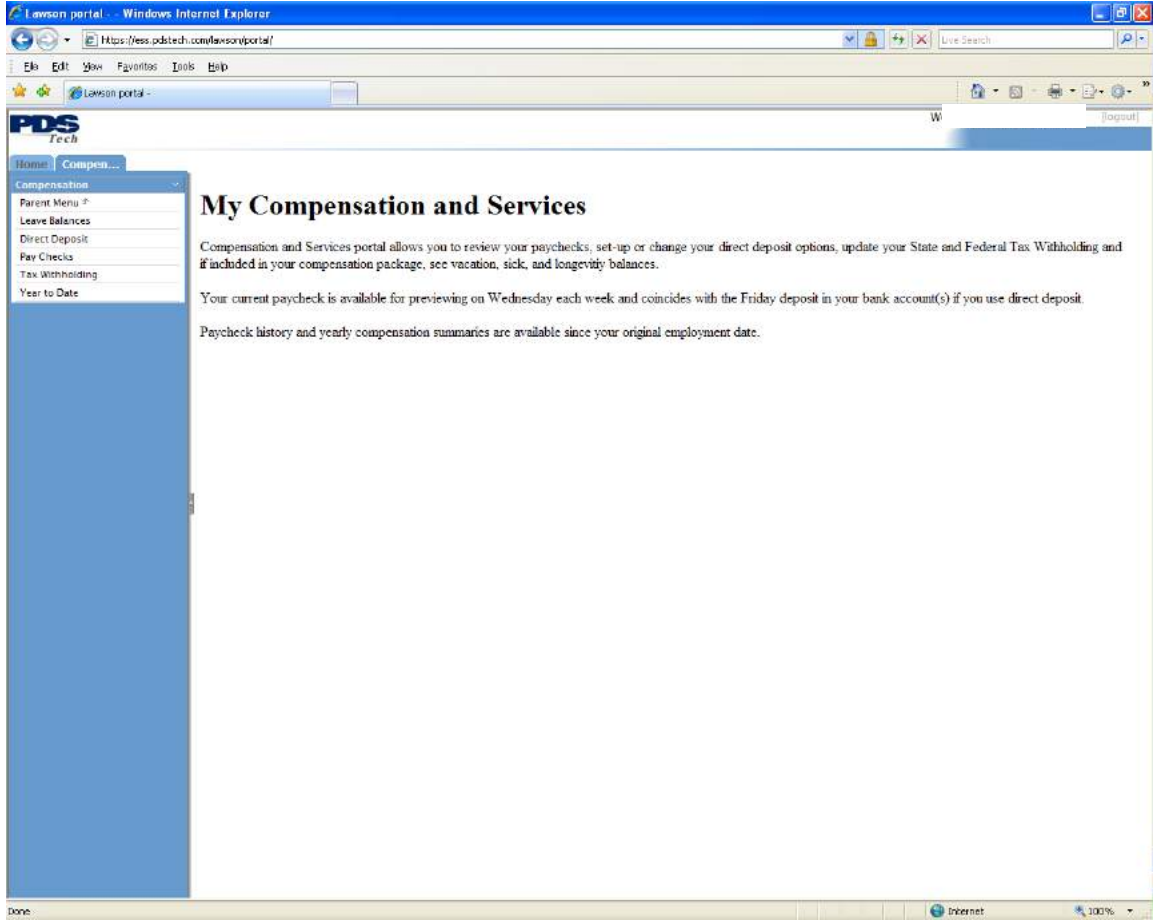




# Employee Self Service Guide

## Compensation

The compensation tab brings up a sub-menu of features concerning your compensation and payroll. In this section you can review your current and historical paychecks, establish or change your direct deposit designations and update your Federal and State Tax withholdings.





## Employee Self Service Guide

### Compensation: Leave Balances

If your compensation package includes paid time off you may review any Leave Balances you have.

The screenshot shows a web browser window displaying the Lawson portal. The page title is "Leave Balances". On the left, there is a navigation menu with options: Home, Compensation, Parent Menu, Leave Balances, Direct Deposit, Pay Checks, Tax Withholding, and Year to Date. The main content area displays a table with the following data:

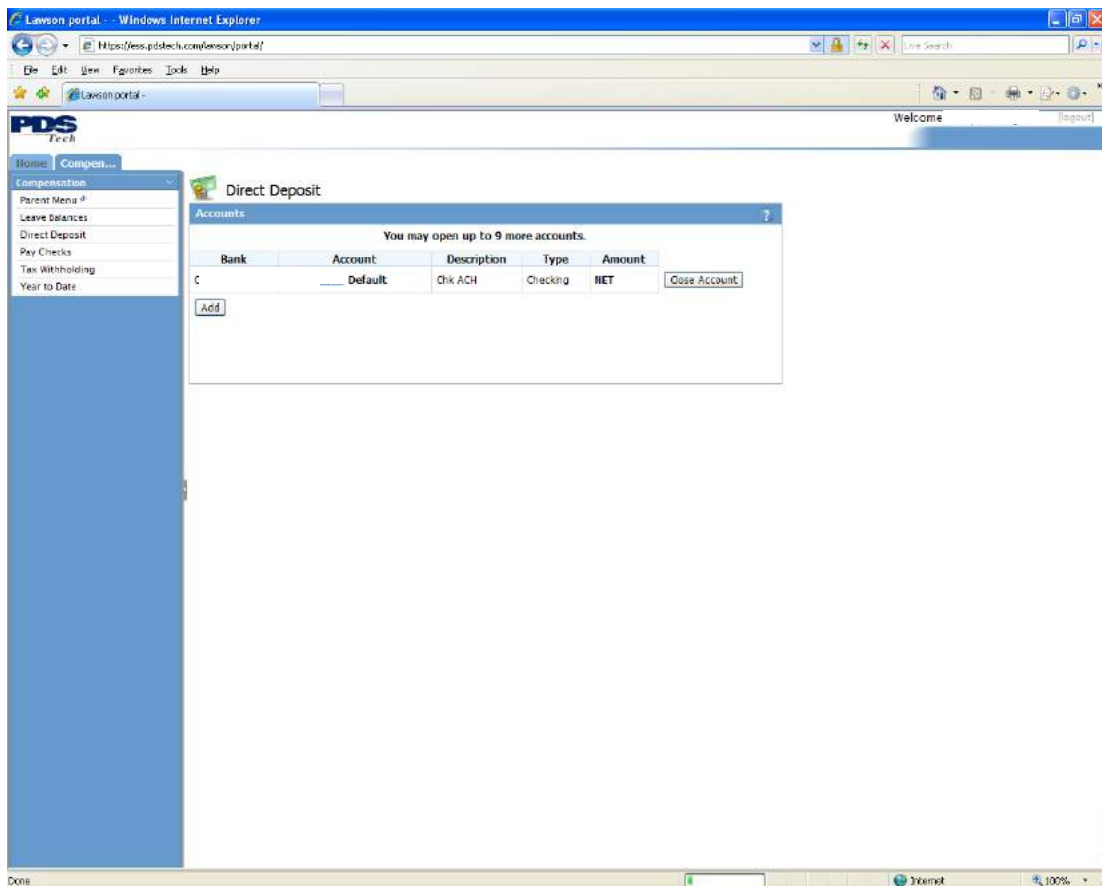
Plan Name	As of Date	Available Hours	Available Days
Staff Sick Plan	08/09/2009	14.07	1.82
Staff Vacation Plan	08/09/2009	31.09	3.89




## Employee Self Service Guide

### Compensation: Direct Deposit

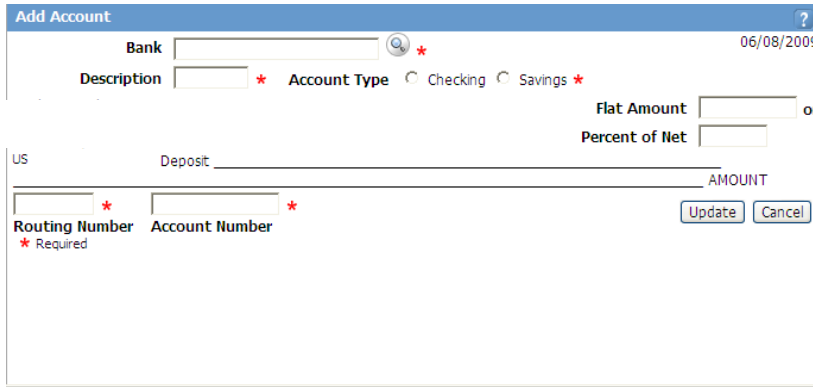
You may define up to 10 accounts to deposit your paycheck. One account is always defined as your **default** account. The **default** account is where the NET of your paycheck is deposited after all other direct deposit directives are satisfied. If you only have one direct deposit designation your entire paycheck will go to the **default** account you define.



### Add Account



To Add an account click on the  button. After giving us permission to act on your behalf for direct deposit transactions you will be presented with a screen for adding accounts.

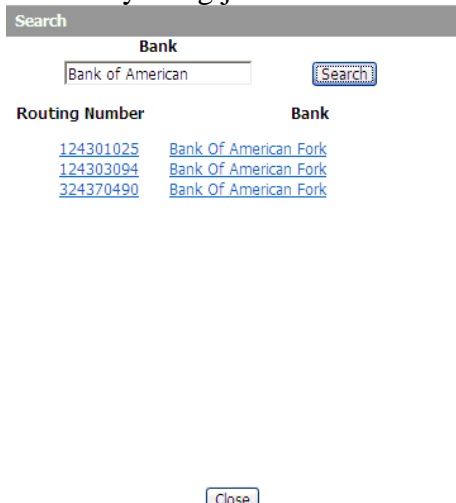
## Employee Self Service Guide



### Add Account (Continued)

The following steps outline how to add an account for direct deposit:

1. Click on the search  box to find your bank and its corresponding routing number.
2. Type in the name of your bank and click on the  button. A list of banks matching the name you entered will be displayed. If you cannot find your bank try using just the first few characters of the banks name and searching again.



Routing Number	Bank
<a href="#">124301025</a>	<a href="#">Bank Of American Fork</a>
<a href="#">124303094</a>	<a href="#">Bank Of American Fork</a>
<a href="#">324370490</a>	<a href="#">Bank Of American Fork</a>

3. Compare the list of banks and routing numbers to the routing number of the account you are trying to set-up. The routing number of the bank you select must match the routing number of your account.
4. In the Description field, enter a meaningful description for the account. The description allows you to name the account for easy recall in the future. “Checking”, “College”, “Investment”, “Holidays” are examples of what you could use in the description.
5. Define either a flat amount, or a percentage of your check to be deposited.
6. Enter the account number of your account



## Employee Self Service Guide

7. Click  to save this account.

**Effective Date:** Changes made on this screen may or may not be reflected on your next paycheck, depending on your payroll cutoff. That is, if you update a direct deposit account the day before payday, it is unlikely that your change will appear on your paycheck until the following payroll cycle.

### Close Account

To close an account, simply click the  button next to the account you wish to close and confirm your intentions.



## Employee Self Service Guide

### Compensation: Pay Checks

The Pay Checks tab displays a list of the paychecks you've received this calendar year. To see the detail of a specific check, click on the date field of the check in the list.

The screenshot shows the Lawson portal interface. On the left, there is a navigation menu with options like Home, Compensation, Parent Menu, Direct Deposit, Pay Checks, Tax Withholding, and Year to Date. The main content area is titled "Pay Checks" and contains a table of payments.

Date	Gross	Net
<a href="#">06/14/2009</a>	1025.00	861.31
<a href="#">06/22/2009</a>	1070.00	856.61
<a href="#">07/01/2009</a>	800.00	649.77
<a href="#">07/14/2009</a>	800.00	649.77
<a href="#">07/17/2009</a>	698.00	566.51
<a href="#">07/10/2009</a>	710.00	569.02



# Employee Self Service Guide

## Check Detail

Lawson portal - Windows Internet Explorer

https://ess.pdstech.com/lawson/portal/index.htm

Lawson portal - Welcome

Home | Compensation

Parent Menu #

Direct Deposit

Pay Checks

Tax Withholding

Year to Date

### Pay Checks

Payments		
Date	Gross	Net
08/14/2009	1025.00	801.31
08/07/2009	1070.00	856.61
07/31/2009	800.00	649.77
07/24/2009	800.00	649.77
07/17/2009	688.00	566.51
07/10/2009	710.00	569.62

Wages		
Pay	Hours	Wages
Straight Time	40.00	800.00
<b>Total</b>	<b>40.00</b>	<b>800.00</b>

Taxes		
Deduction	Amount	Taxable Wages
Federal Withholding	89.03	800.00
Social Security - Employee	49.60	800.00
Medicare - Employee	11.60	800.00
<b>Total</b>	<b>150.23</b>	<b>800.00</b>

### Summary

[Printable Pay Stub](#)

Check Number	8894037
Payment Date	07/31/2009
Period End Date	07/26/2009
Gross Wages	800.00
Net Pay	649.77
Check Amount	
Currency	Dollars
Routing Number	102001017

Done

Internet 100%



# Employee Self Service Guide

## Printable Check Stub

To create a printable check stub, click on the Printable Pay Stub link in the center of the page. A facsimile of a paycheck stub will be displayed in a new window and may be printed.

**PDS TECHNICAL SERVICES**  
P. O. Box 619820  
Dallas, TX 75261 United States

Number: 8869864  
Check Date: 06/05/2009

VOID VOID VOID VOID VOID VOID VOID

Pay to the order of [Redacted] NON-NEGOTIABLE  
US

Name	Social Number	Employee Number	Process Level	Department	Period End
[Redacted]	[Redacted]	[Redacted]	10	10130	05/31/2009

**Summary**

Description	Hours	Current	Year to Date
Total Gross	20.00	[Redacted].34	[Redacted].28
Total Deductions		[Redacted].74	[Redacted].25
Total Net		[Redacted].60	[Redacted].03

**Earnings**

Description	Hours	Rate	Current	Year to Date
Straight Time	20.00	[Redacted]	[Redacted].34	[Redacted].28

**Auto Deposit Distributions**

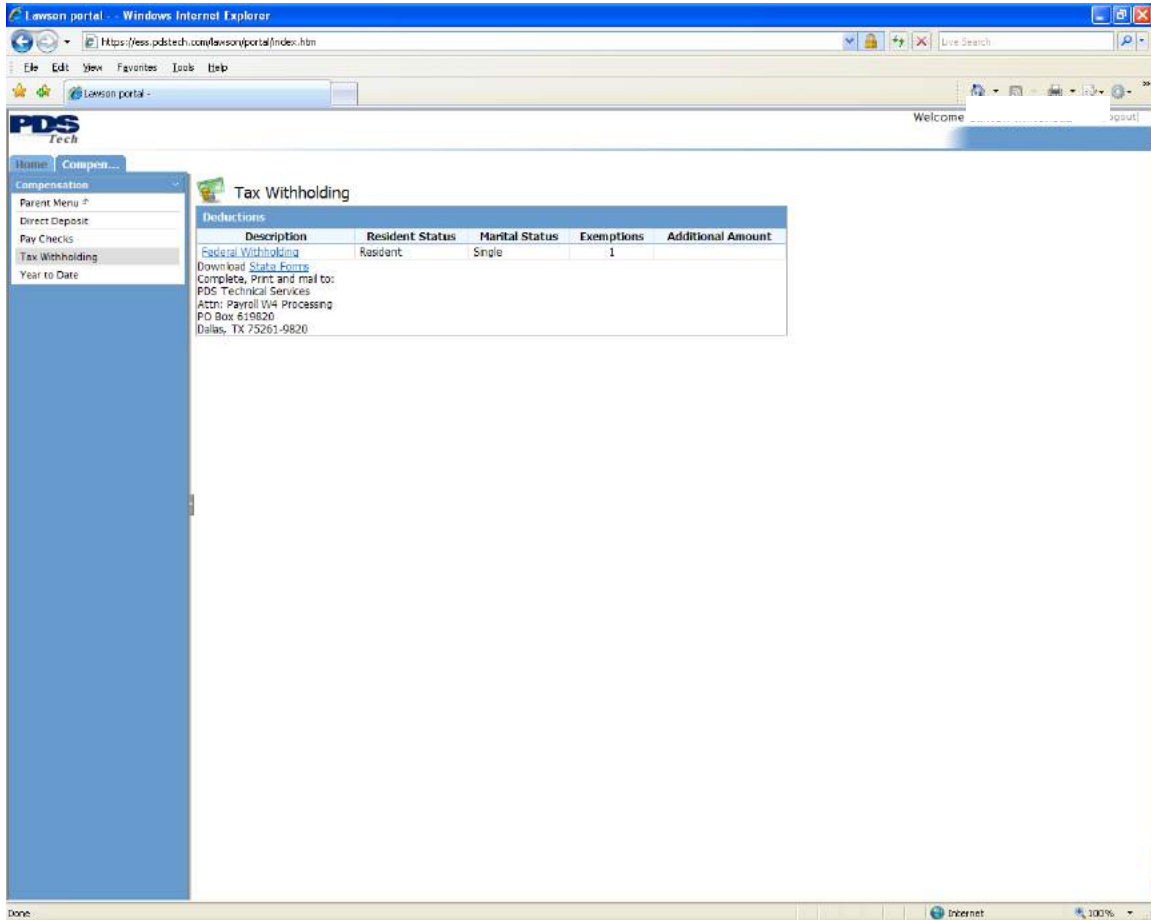
Routing	Account	Description	Amount
[Redacted]	[Redacted]	Us Bank Na	[Redacted].60



## Employee Self Service Guide

### Compensation: Tax Withholding

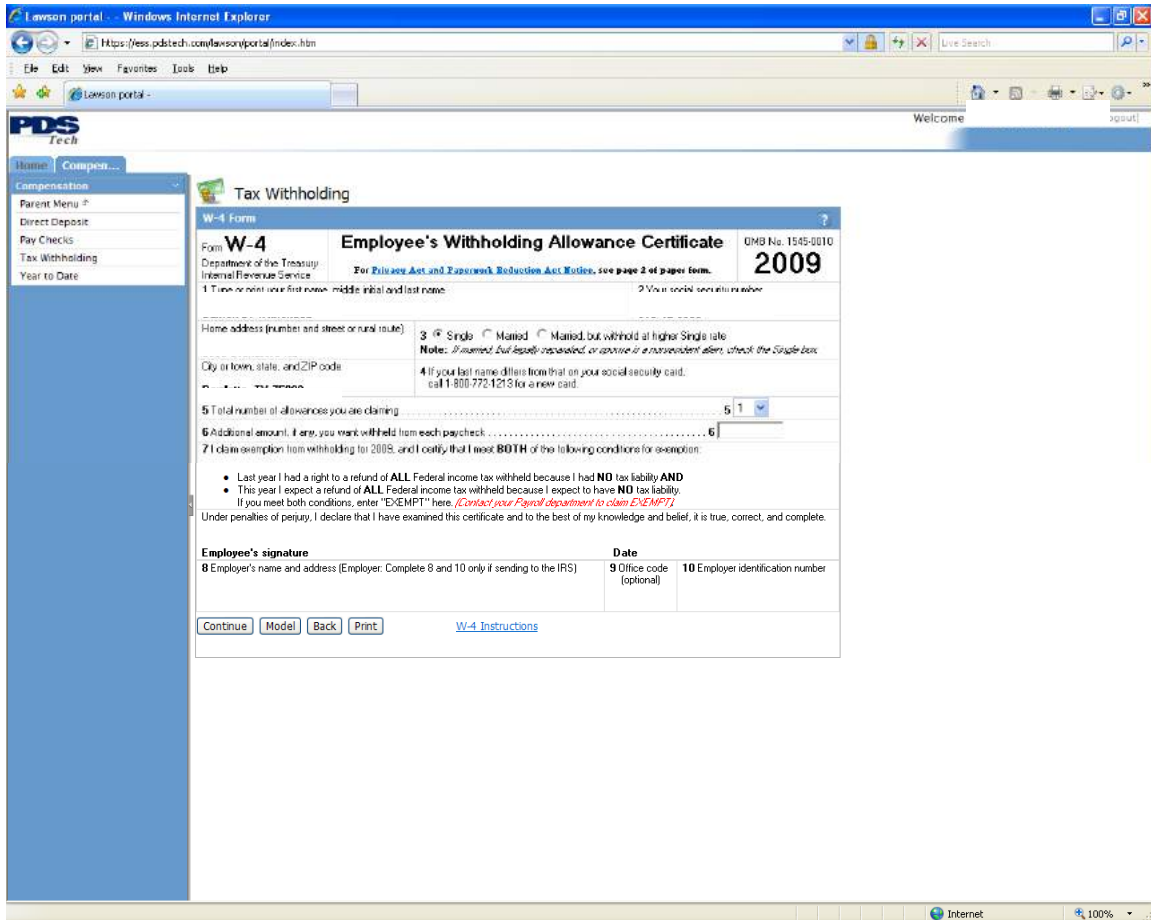
The Tax Withholding tab allows you to review and update your tax withholding.



You may change your Federal Withholding by clicking on the [Federal Withholding](#) link.

If you are a contractor and you wish to change your State Withholding you must download the appropriate State Form and fax it to your Branch Administrator. If you are a staff member you should email your form to [staffpayroll@pdstech.com](mailto:staffpayroll@pdstech.com) or fax the form to the Human Resource Department at 866-316-4142.

# Employee Self Service Guide



Windows Internet Explorer  
 https://ess.pdstech.com/lawsonportal/index.htm  
 Welcome

**PDS Tech**

Home Compensation  
 Compensation  
 Parent Menu  
 Direct Deposit  
 Pay Checks  
 Tax Withholding  
 Year to Date

**Tax Withholding**

W-4 Form  
 Form **W-4** **Employee's Withholding Allowance Certificate** OMB No. 1545-0010  
 Department of the Treasury Internal Revenue Service For Release Act and Extension, Reduction Act Rules, see page 2 of paper form. **2009**

1 Type or print your first name, middle initial and last name: \_\_\_\_\_ 2 Your social security number: \_\_\_\_\_

Home address (number and street or rural route) \_\_\_\_\_ 3  Single  Married  Married, but withhold at higher Single rate  
 Note: If married, but legally separated, or spouse is a nonresident alien, check the Single box.

City or town, state, and ZIP code: \_\_\_\_\_ 4 If your last name differs from that on your social security card, call 1-800-772-1213 for a new card.

5 Total number of allowances you are claiming: 5 1

6 Additional amount, if any, you want withheld from each paycheck: 6

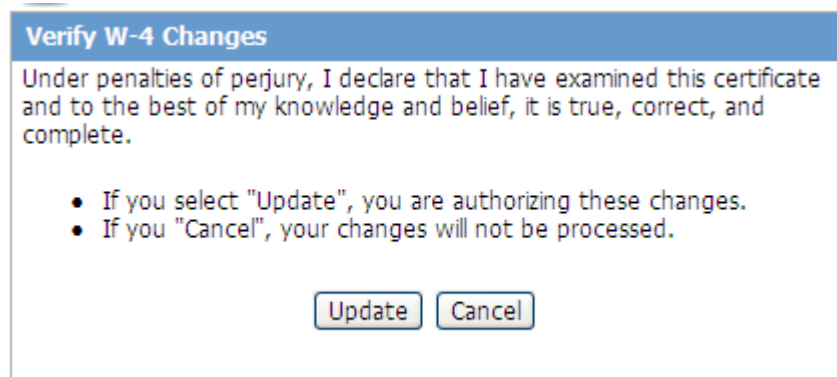
7 I claim exemption from withholding for 2009, and I certify that I meet BOTH of the following conditions for exemption:  
 • Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability AND  
 • This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.  
 If you meet both conditions, enter "EXEMPT" here. (Contact your payroll department to claim EXEMPT).

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_  
 8 Employee's name and address (Employer: Complete 8 and 10 only if sending to the IRS) 9 Office code (optional) 10 Employer identification number

Continue Model Back Print [W-4 Instructions](#)

After making any changes touch the **Continue** button and confirm your choices.



**Verify W-4 Changes**

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

- If you select "Update", you are authorizing these changes.
- If you "Cancel", your changes will not be processed.

**Update** **Cancel**

If you want to know what your changes will do to your Net Pay, you can use the **Model** feature to approximate what your new Net Pay will be as the result of your changes.





# Employee Self Service Guide

## Compensation: Year-to-Date

The Year-to-Date tab is used to display current or previous years' pay summary and details. The year-to-date summary information is displayed for the year selected.

The screenshot shows the Lawson portal interface in Internet Explorer. The browser address bar displays <https://www.pdstech.com/lawsonportal/index.htm>. The page title is "Lawson portal - Welcome". A navigation menu on the left includes "Home", "Compen...", "Compensation", "Parent Menu", "Direct Deposit", "Pay Checks", "Tax Withholding", and "Year to Date". The "Year to Date" section is active, showing a "Years" dropdown menu set to "2006". To the right, there are two tables: "Wages - U.S. Dollars, US" and "Taxes".

Pay Type	Hours	Wages
Straight Time	1000.00	1000.00
Overtime	0.00	0.00
<b>Total</b>	<b>1000.00</b>	<b>1000.00</b>

Deduction	Amount	Taxable Wages
Colorado Withholding	0.00	1000.00
Federal Withholding	4.00	1000.00
Social Security - Employee	3.00	1000.00
Medicare - Employee	0.00	1000.00
<b>Total</b>	<b>7.00</b>	<b>1000.00</b>



## Employee Self Service Guide

You can drill into specific paychecks by selecting Payment Details at the top of the summary page. The navigation of the screen works identical to the Pay Check feature discussed previously.

The screenshot displays the Lawson portal interface. On the left is a navigation menu with options: Home, Compensation, Parent Menu, Direct Deposit, Pay Checks, Tax Withholding, and Year to Date. The main content area is titled 'Year to Date' and shows a dropdown for the year '2009'. Below this is a 'Payments' table and a 'Wages - U.S. Dollars, US' section containing a 'Wages' table and a 'Taxes' table.

Date	Gross	Net
08/14/2009	1025.00	801.31
08/07/2009	1070.00	856.61
07/31/2009	800.00	649.77
07/24/2009	800.00	649.77
07/17/2009	688.00	566.51
07/10/2009	710.00	569.02

Pay Type	Hours	Wages
Straight Time		10
Overtime		10
<b>Total</b>		10

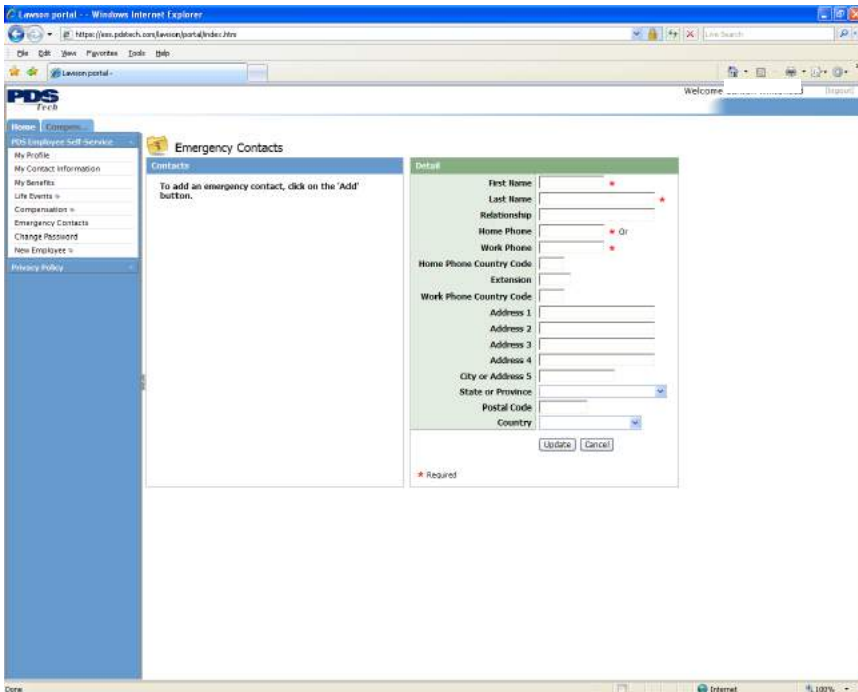
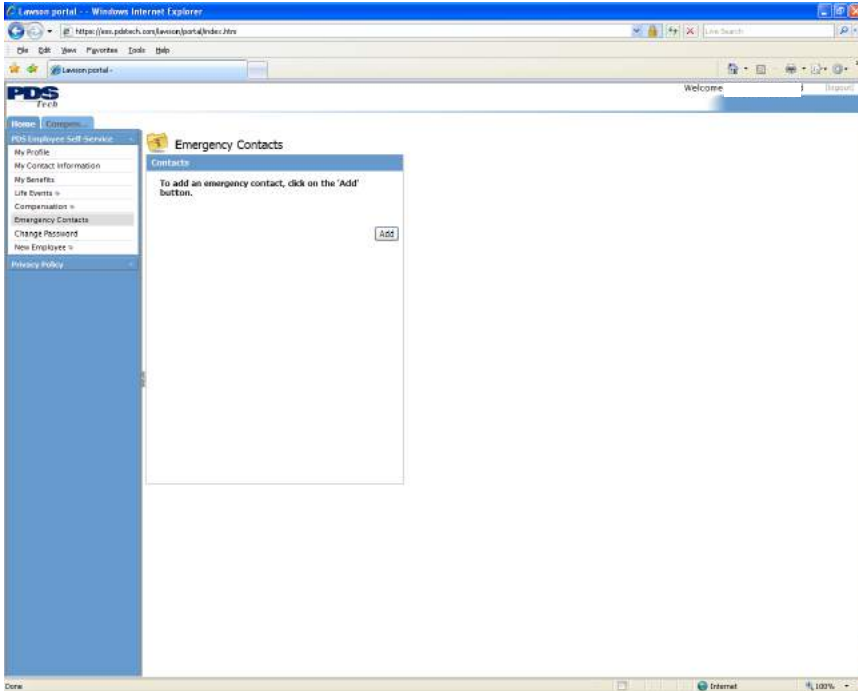
Deduction	Amount	Taxable Wages
Colorado Withholding		710.00
Federal Withholding		10
Social Security - Employee		10
Medicare - Employee		10
<b>Total</b>		



# Employee Self Service Guide

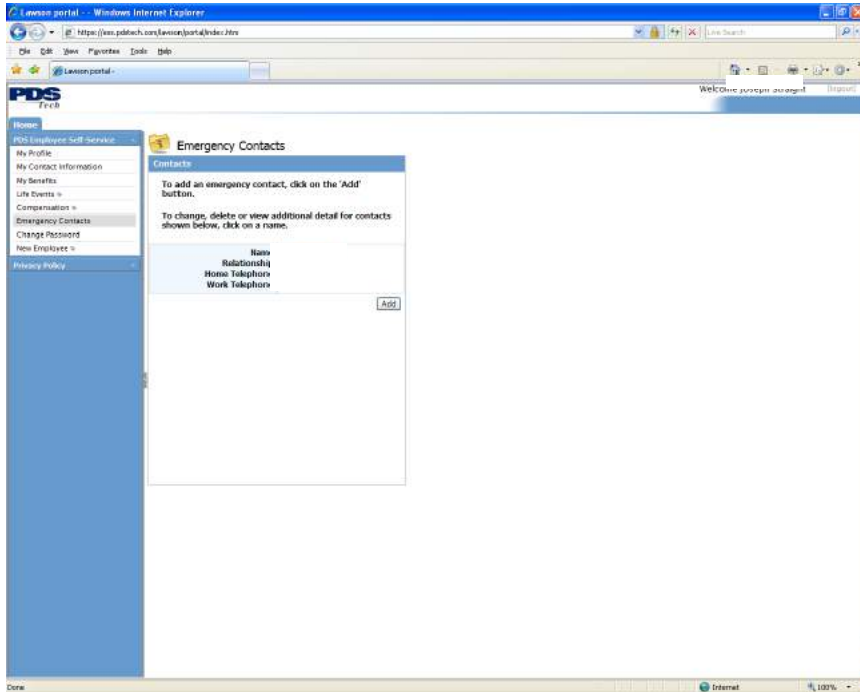
## Emergency Contacts

The Emergency Contact screen is where you tell us who to contact in the event you have an emergency. If you do not have any emergency contacts defined you should add at least one contact so we can help you in the event of an emergency.





# Employee Self Service Guide





## Employee Self Service Guide

### Change Password

The change password function allows you to change the password you use to logon to the Portal.

The screenshot shows a web browser window with the address bar displaying 'https://ess.pdstech.com/ - Change Password - Windows Internet Ex...'. The main content area features the PDS Tech logo at the top. Below the logo is a form with the following fields and labels: 'User name' (with a text input field), 'Current password' (with a password input field), 'New password' (with a password input field), and 'Verify password' (with a password input field). At the bottom of the form are two buttons: 'Change' and 'Close'. A version string 'Version: 9.0.0.5.258 2008-06-09 04:00:00 (200805)' is visible at the bottom right of the page content.

To change your password, enter your current password and your new password twice. Your new password must be at least 8 characters in length and contain a combination of upper/lowercase letters, numbers, and special characters (@#!\$%&\*).