

Introduction

The PDS Employee Self Service Portal (ESS) is an interactive web based tool allowing you to view and mange 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.

This document assists New Employees in establishing understanding and setting up their Compensation and Benefit Services.

New Employee Enrollment is used by employees during their first 90 days of employment to establish their benefit elections. After 90 days, new employees may no longer be eligible for benefits until the next open enrollment period unless approval is granted by our insurance carrier. However, the compensation and other services in the Portal are always available to all employees.

Please note, the examples shown may not reflect the benefits available to you. Depending on your employee plan you may have more or fewer options to select from.



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 <u>http://ess.pdstech.com</u>. 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



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After logging in you will be presented with a welcome screen

The screen is divided into two sections. The <u>bookmark menu</u> allows you to select the service of interest to you in the portal. The <u>bottom panel</u> 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.

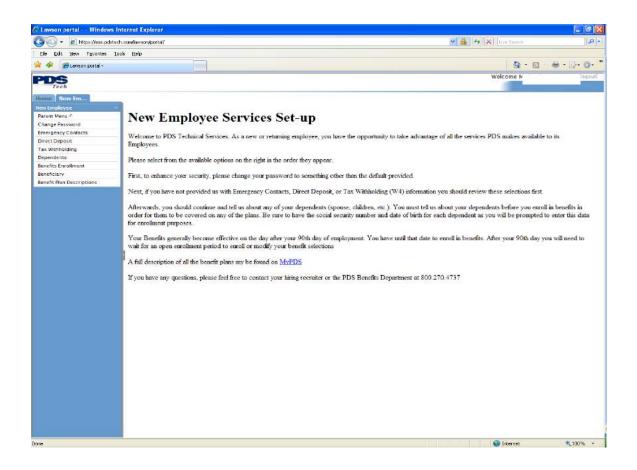
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New Employee Services

The first item you should choose from the Menu is the *New Employee* link in the left side navigation. We recommend you follow the suggested order on this menu:

- 1. Change your password if you have not done so already.
- 2. Establish Emergency Contact Information
- 3. Review and/or Establish your Payroll Direct Deposit Designation
- 4. Review and/or Establish your W4 Tax withholding
- 5. Define your Spouse and Children (Dependents) if any
- 6. Select your Benefit Plan Elections for your available benefits



Each of these functions are discussed on the following pages.



Change Password

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

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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 (@#!\$%&*).

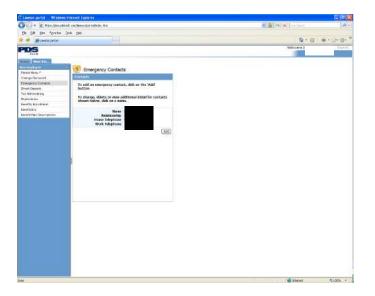


Emergency Contacts

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.

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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, 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.

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Add Account

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



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Add Account (Continued)

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

- 1. Click on the search ^{Sol} box to find your bank and its corresponding routing number.
- 2. Type in the name of your bank and click on the Search 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. Note: Many banks have changed names recently. For example. Chase Manhattan is now JPM Chase, or perhaps JPMorgan Chase.

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- 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.
- 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", "Xmas" 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
- 7. Click Update 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 Close Account button next to the account you wish to close and confirm your intentions.

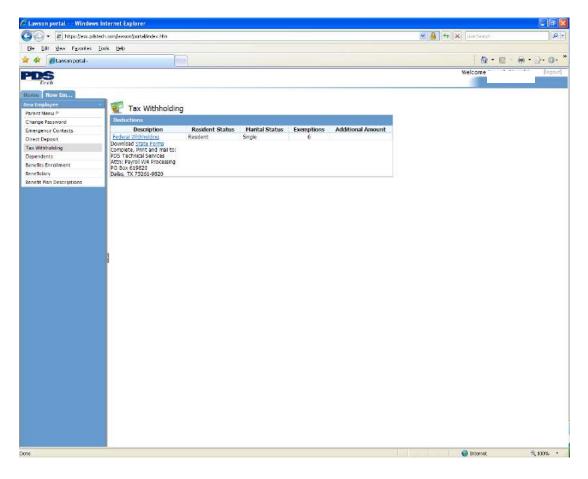
Tax Withholding

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Tax withholding allows you to review and update your Federal W4 Tax withholding. The Federal Withholding form is available for completion online by clicking on the <u>Federal Withholding</u> link.

The State Tax forms are available for downloading by clicking the <u>State Forms</u> link.

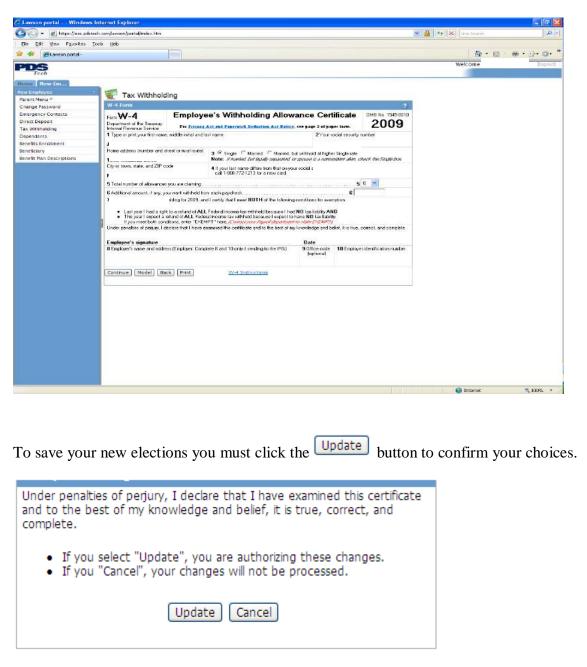




Federal Withholding Form

Complete the Federal withholding form by following the instructions given in the link for <u>W-4 Instructions</u>. When you have completed your changes click on the Continue

button. You may also click on the Model if you want to see what effect your elections will have on the Net Pay of your paycheck.



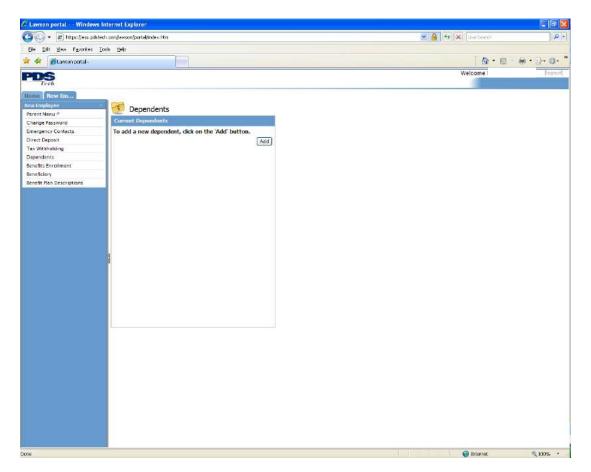


Dependents

You must tell us about any Spouse or Children you plan to establish benefits for during your enrollment. You should do this before attempting to enroll in benefits. Be sure to have the social security number and date of birth available as you will be required to provide this information for enrollment purposes.

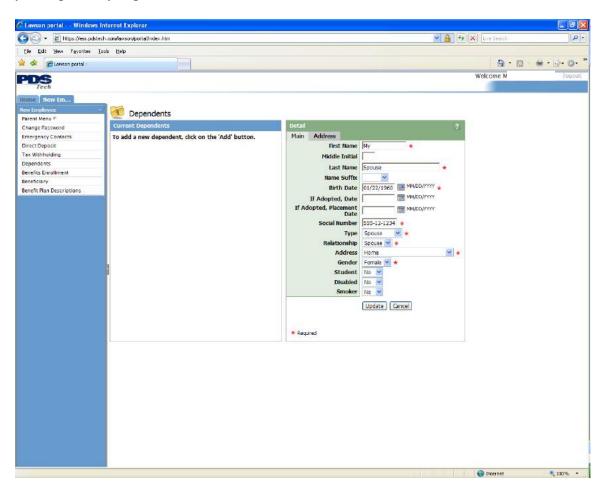
To define a dependent (spouse or child) click on the Dependents Link in the left-hand navigation panel. If you have any dependents defined they will be listed. Add a new

dependent, by clicking on the Add button.



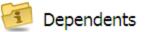


After completing all the required fields click on the Update button. Please take care to not to add any dependent more than once. Please contact the PDS Benefits department if you require any dependents be removed.



Your update will be confirmed with a pop-up box and the list of defined dependents will be updated.





Current Dependents

To add a new dependent, click on the 'Add' button.

To change or view additional detail for the dependents listed below, click on a name.

Name	Social Number
My Spouse	555-12-1234
	Add

Continue adding dependents until everyone in your family who will be enrolled in benefits is defined.

Benefits Enrollment

Benefits Enrollment allows new employees to establish their benefit elections during the first 90 days of employment. The enrollment process prompts you through each of the benefits available to you. Certain benefits require the selection of options (Spouse, Child Coverage) or for you to elect a specific amount of coverage (x time salary, dollar amount or percentage of salary). After selecting each option, you will be given a summary of your selection and the option to confirm your selection.

Some benefits are paid for by PDS and are mandatory. For these benefits you will only be presented with a single option. You must select this option.

All non-mandatory benefits will give you the option of "Waive" which allows you to elect not to have the coverage. If you choose to "Waive" a coverage it may limit your ability to select coverage in the future.

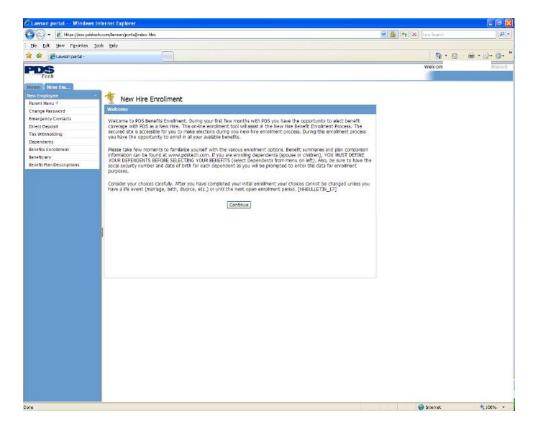
Your cost for the benefits you elect are shown as well as showing whether the benefit is taxable.

At the end of enrollment you may elect to save your selections or to print your elections and return at a later time. Note, your elections once saved cannot be modified. If must change your elections prior to your 90th day of employment you must contact the PDS Benefits department.

The following screens walk through a typical benefits enrollment process for a new employee.

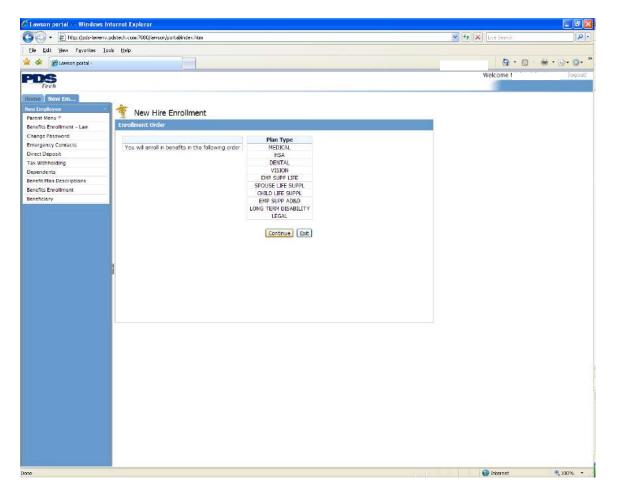


Enrollment Introduction





Eligible Benefits





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Typical Medical Options

The available options for medical plans are:

- Employee Employee Only
- EE + Spouse Employee and Spouse Only
- EE + Child Employee and One Child Only
- Family Spouse and 1 or more Children

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Medical – Selection of Dependents

You are required to select the dependents you wish covered under many of the plans. Only dependents eligible for the coverage option you elected can be selected.

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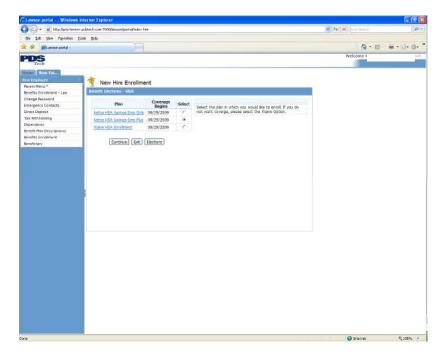


Medical Health Savings Account (HSA) Election

Note: This benefit is only applicable to the HSA Medical Plan.

If you are eligible for Medical Benefits you will always be presented with the option to select a Health Savings Account. If you have elected an HSA Type Medical Plan (as shown in the previous example) you may elect to establish a Health Saving Account to pay for Medical costs not covered by the medical plan or up to the medical plans deductable.

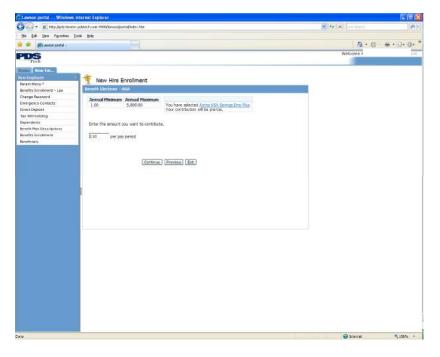
Note: If you have selected traditional Medical Plan Coverage, HMO, or PPO you must select the Waive HSA enrollment on this screen. Other options will indicate you are not eligible and prevent you from choosing this saving plan.





Health Savings Account Amount

Type in the amount you wish to have deducted on an annual basis for your health savings account. Note, the minimum and maximum allowed amounts are indicated as annual, the amount you enter will be your deduction per payroll ($1/52^{nd}$ of the annual amount).



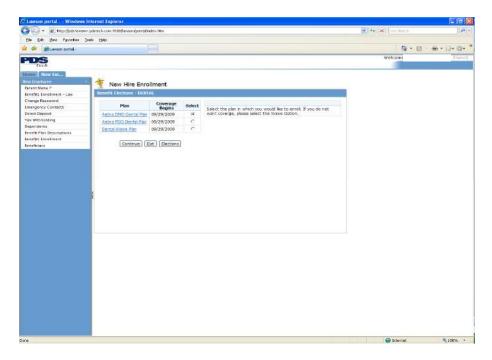
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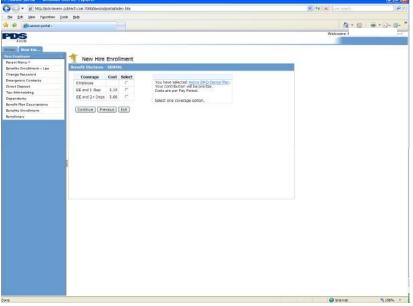
Dental Care Elections



Dental Coverage Options

The following options are available for dental care:

Employee	Employee Only
Employee and 1 Dep	Employee and 1 Dependent (spouse or 1 child)
Employee and 2+ Deps	Employee Family Coverage (2 or more dependents)
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Vision Care Options

The following options are available for Vision care:

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Employee and 1 Dep	Employee and 1 Dependent (spouse or 1 child)
Employee and 2+ Deps	Employee Family Coverage (2 or more dependents)





Vision Care Dependent Selection

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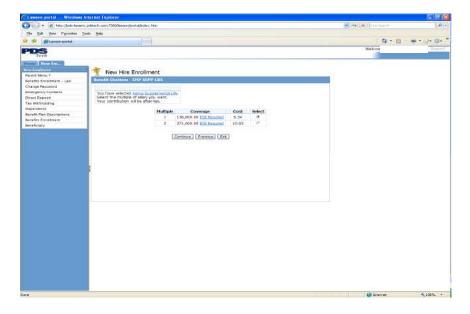
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Employee Paid Supplemental Life Coverages

Select the number of times salary you wish. Coverage is limited by our insurance carrier to a maximum amount. Any coverage election greater than the EOI Limit will require an certificate of Evidence of Insurability (EOI) be completed and put on file with our insurance carrier.

If you elect an option which requires an EOI your benefits will be limited until the EOI is received.



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Employee Paid Supplemental Life Confirmation

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Employee Paid Spouse Life Insurance Coverages

Enter the amount of insurance in whole dollars you would like to have for your spouse. Amounts over the EOI limits will require a certificate of Evidence of Insurability. The current limits can be reviewed by clicking on the <u>EOI May Be Required</u> link.

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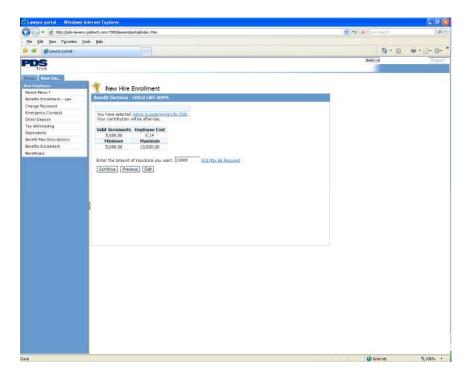
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Employee Paid Child Life Insurance Elections

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Employee Paid Child Life Insurance Coverage



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Employee Paid Supplemental AD&D Coverages

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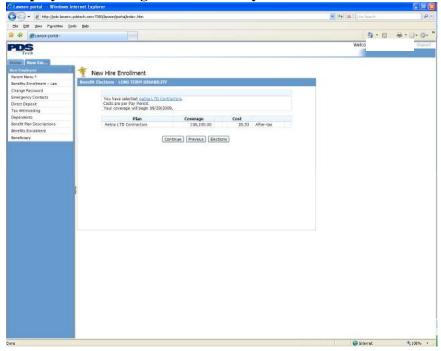
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Benefit Elections Summary

After making your benefit selections a summary screen will be presented indicating all the benefit elections, coverages and costs. If you are satisfied with your selections you should click the Update button to save your elections. Please be aware, you cannot make any changes to your elections after you have saved them.

If you wish to make changes to your elections, click the Make Changes button.

If you wish to complete your enrollment at a later date, click the **Exit** button. You will be able to print the elections you selected for future reference, however, you will have to re-enter your elections on your next visit for them to be effective.

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