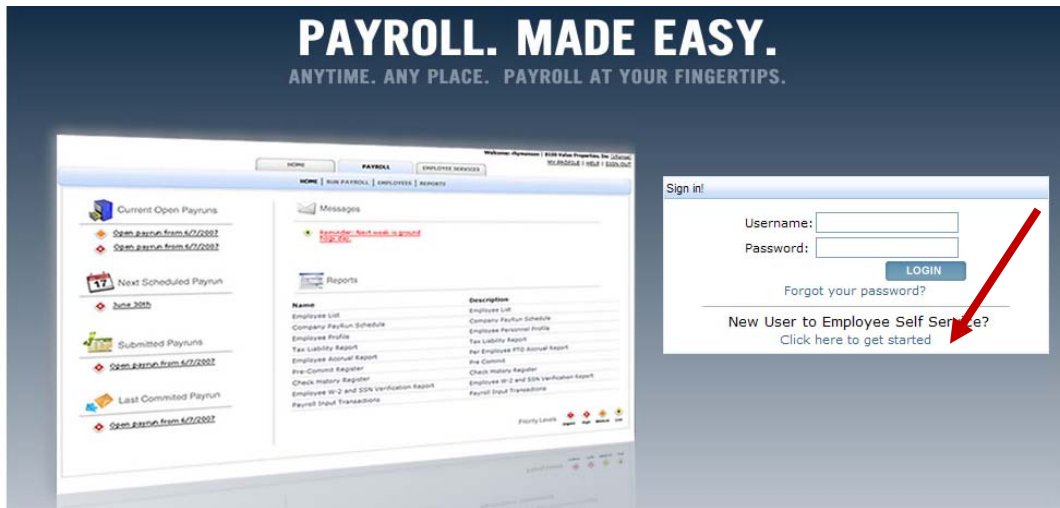


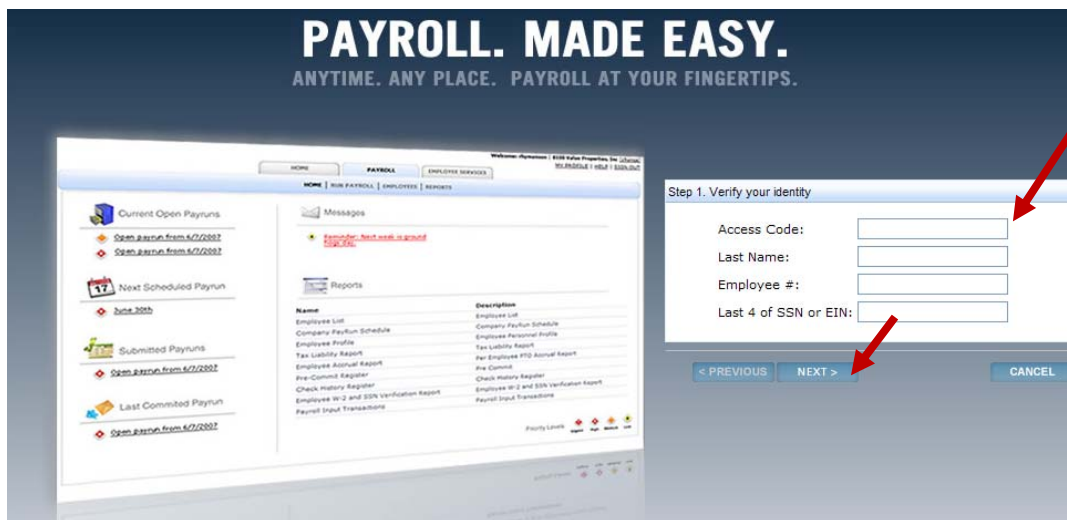
HOW TO USE EMPLOYEE SELF SERVICE

Go to Encore Online → <https://encoreonline.radcliffepayroll.net/encoreonline>

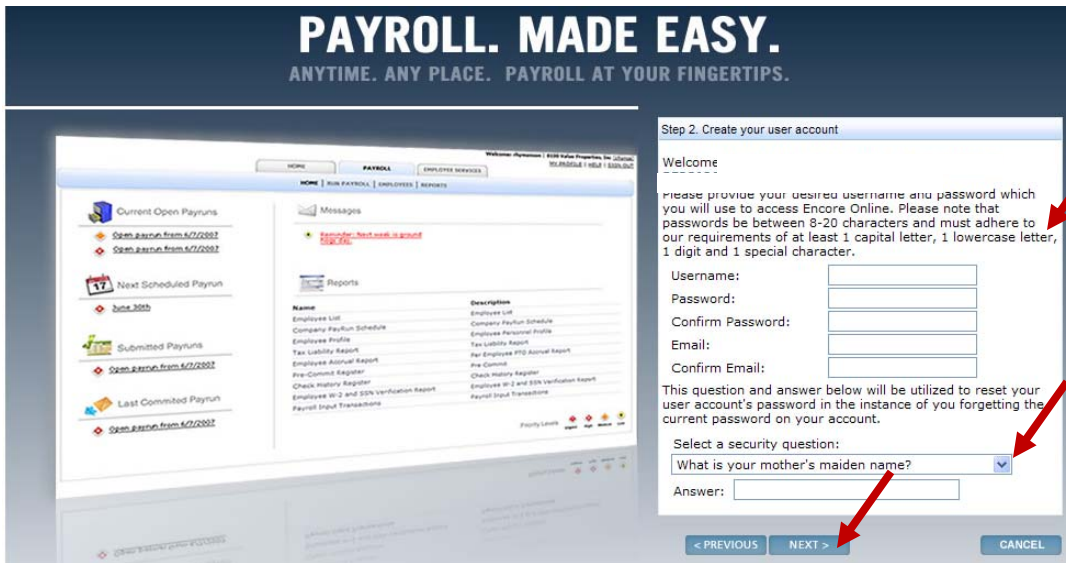
Click on “Click here to get started”



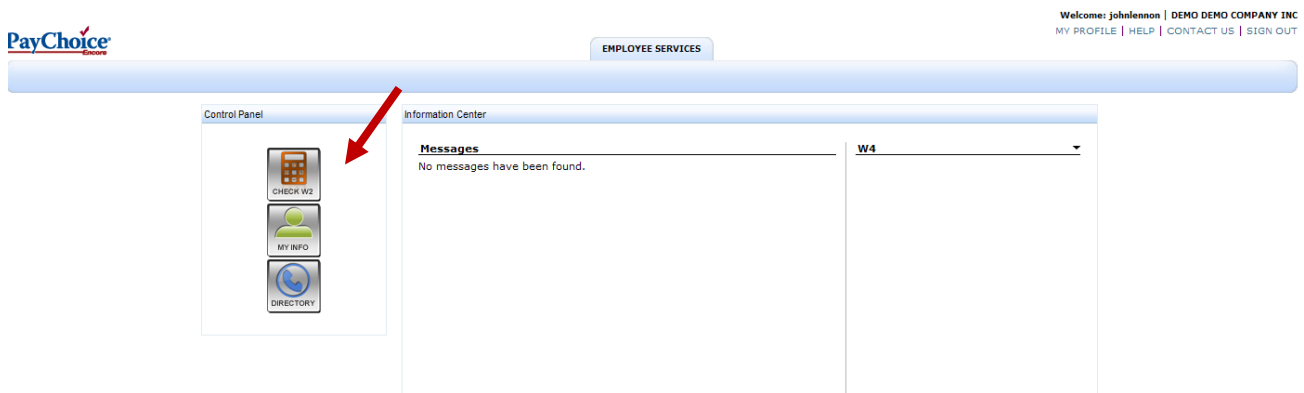
Fill in the blank fields. Note: Access Code = 01-Company Code (ie: 01-R711). Also your employee number must match exactly, so look at an old paystub or ask your employer for your number.



Create your user account. Enter your own unique username, password, and email address. Also select a security question and answer. Note in the instructions the password requirements. Click next. Verify your information on the last screen and click finish.



From here you can click on “Check/W2” to view check stubs and W2’s.



Click on the specific check or W2 you would like to view. *Another window will pop up so be sure your pop-up blockers are off.*

Employee: 8 : JOHN LENNON

W2 View

There are currently no W2's available.

Check View

Check Date	Period Begin Date	Period End Date	Check Number	Net Pay
5/8/2009	4/19/2009	5/2/2009	15832	\$1,506.45

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If you click on the “Employment Info” on the left menu another menu will drop down. Click on “Demographics” to edit your address, phone number or email address. You can set up or edit “Emergency Contacts” and “Dependents.” You can view your assigned items under “Assets & Property Items.” You can set up or edit your “Employment History.” You can view your “I-9 Status.” Under “Employee Skills” you can edit or add your education, certification, skills and training records. Lastly, you can view your available PTO balance.

Employee: 8 : JOHN LENNON

Employee Demographics

First Name: JOHN Birthdate: [Dropdown]

Middle Name: [Text] Ethnicity: Not Reported [Dropdown]

Last Name: LENNON EEOC: Not Reported [Dropdown]

Social Security #: 888-88-8888 Actual Marital Status: Not Reported [Dropdown]

Gender: Male [Dropdown] Veteran Status: [Dropdown]

Address Phone Email

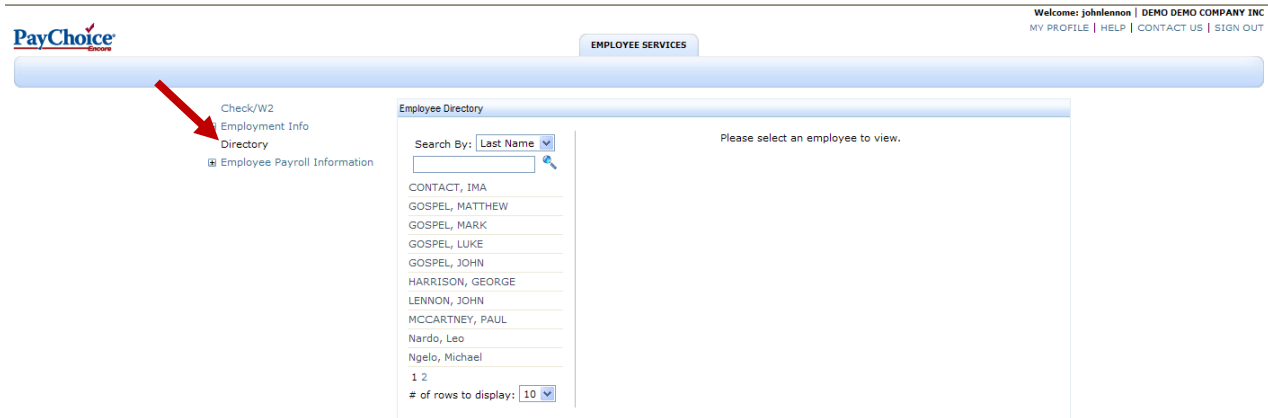
Type	Address1	Address2	City	State	Zip	+4
Home Address	879 PENNY LANE		LONDON	DE	19999	

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If you click on “Directory” you will be able to search and view the employee directory.



If you click on “Employee Payroll Information” another menu will drop down and you can view your “Deductions”, “Direct Deposit”, “Additional Data”, “Salary History” and “W4.” Under “W4” you will also be able to print a W4 to hand into your supervisor if you want to change your withholding exemptions.

