

## Employee Self Service

*AccuFund Anywhere Online*

### Improve Employee Access to Their Personal Information

With the browser based AccuFund Employee Self Service module, employees can update personal data or tax preferences and view or print important documents.

Your human resources department controls which items employees can see. You also control the timeframe for accessing time-sensitive documents, such as open enrollment forms for insurance.

For each item, human resources also sets the level of permission an employee has, such as view only, change, and change with approval. Typically, employees can view and change their addresses, phone numbers, and contacts, while they can view and view and print their pay stubs and W-2s.

### Employee Self Service Onsite Version

Looking for the onsite version of this module?

[Show Me the Onsite Version](#)

The screenshot displays the AccuFund Employee Self Service interface. At the top, there is a 'Menu' dropdown and a 'Logout' button. The main header area shows 'AccuFund Sample'. On the left, a sidebar menu lists various options under 'Employee Portal', including 'Edit My' (Address, Contacts, Phone Numbers, Requests, Taxes and Benefits, Time Sheets), 'Review' (Clockings), and 'View' (My Pay Stubs, My Self Service, News). The 'Phone Numbers' option is currently selected. The main content area shows a table of phone numbers with columns for Type, Phone Number, Notes, and Status. There are buttons for View, Add, Change, and Delete at the top of the table.

Type	Phone Number	Notes	Status
Primary	(303) 646-6166	This is now my new phone	Change pending
Mobile	(303) 886-9392	New mobile	

**Reduce Waste, Save Time, and Free People Up for More Important**

## Tasks

AccuFund's Employee Self Service module improves employee access to data, while reducing the flow of paper and requests for copies of pay stubs and W-2s.

The module lets employees view the last 18 months of pay checks—either directly in the browser or in PDF format for local printing or saving.

Check#: 0000135

**AccuFund Sample**

**Grant, Foster I.[103]**

**Pay Pd From: 12/02/2019 To: 12/15/2019**

**Check Date: 12/16/2019**

Earning	Cur Hrs	Cur Amt	Ytd Hrs	Ytd Amt	Tax / Deduction	Cur	Ytd
Hourly	32.00	800.00	32.00	800.00	Retirement	132.00	132.00
Vacation	56.00	1,400.00	56.00	1,400.00	Colorado	73.00	73.00
					Fica	92.40	92.40
					FicaMed	31.90	31.90
					FWT	0.00	0.00
					1st EFT	1,000.00	1,000.00
					Insurance	100.00	100.00

	Earnings	Taxes	Deductions	Net Pay	Item	Balance
Current	2,200.00	197.30	1,232.00	770.70	Vacation	-51.00
Y-T-D	2,200.00	197.30	1,232.00	770.70		
Hourly Rate	0.00					

Check#: 0000135

**Grant, Foster I.[103]**

**Pay Pd From: 12/02/2019 To: 12/15/2019**

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## Let's Get Started

AccuFund supports your mission with a full suite of financial management applications for nonprofit and government organizations. To learn more and arrange a demo, contact AccuFund at 877-872-2228 or [sales@accufund.com](mailto:sales@accufund.com) or visit [www.accufund.com](http://www.accufund.com).

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## **AccuFund SOC2 Certification for Cloud Service Offerings**

*SOC (System and Organization Controls) certifications offer an AICPA auditor's opinion on the effectiveness of a service organization's controls relevant to security, availability, processing integrity, confidentiality, or privacy. AccuFund has received SOC 1 Type 2 certification for its cloud offerings.*

