


## Worklio Employee Interface

The Worklio Platform is a HR Information System and payroll software that is controlled through the PEO Interface and the Client Interface and offers worksite employees access through the Employee Interface.

### *Login and Registration*

Employees will receive an email from their company. During their initial login, they will be required to enter three digits (generated at random) from their Social Security Numbers. If the numbers match, you will be asked to establish your password for the Employee Interface. Then you will have complete access to your information on the Employee Interface.



Welcome  
Please set up your account

Your SSN Number


Date Of Birth

Driver's License Number

or

Personal Phone

Next



Please log in

Email Address

Password

LOG IN

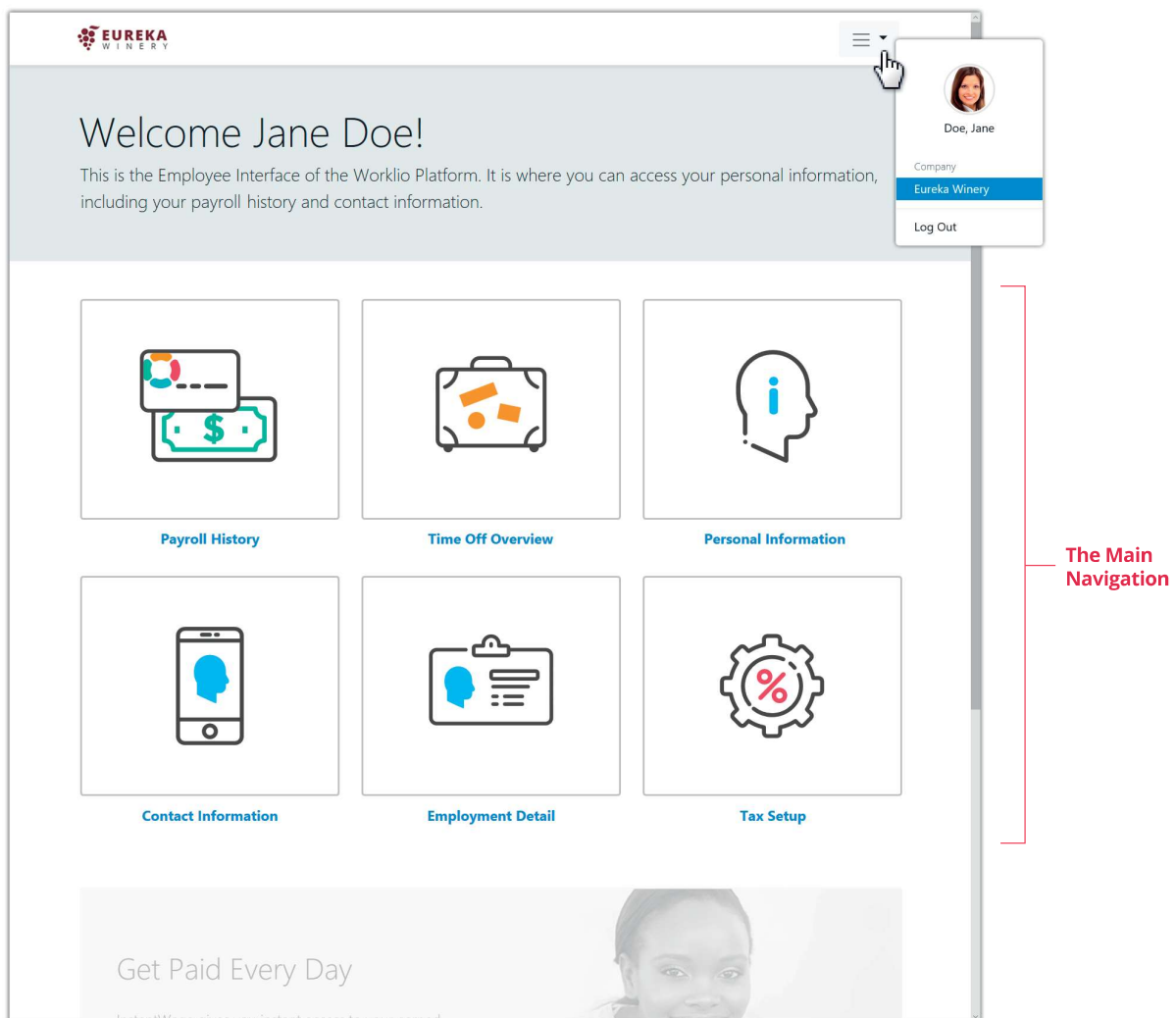
[Forgot Password](#) [Registration](#)

## The Main Page

The Employee Interface is tailored to the needs of worksite employees.

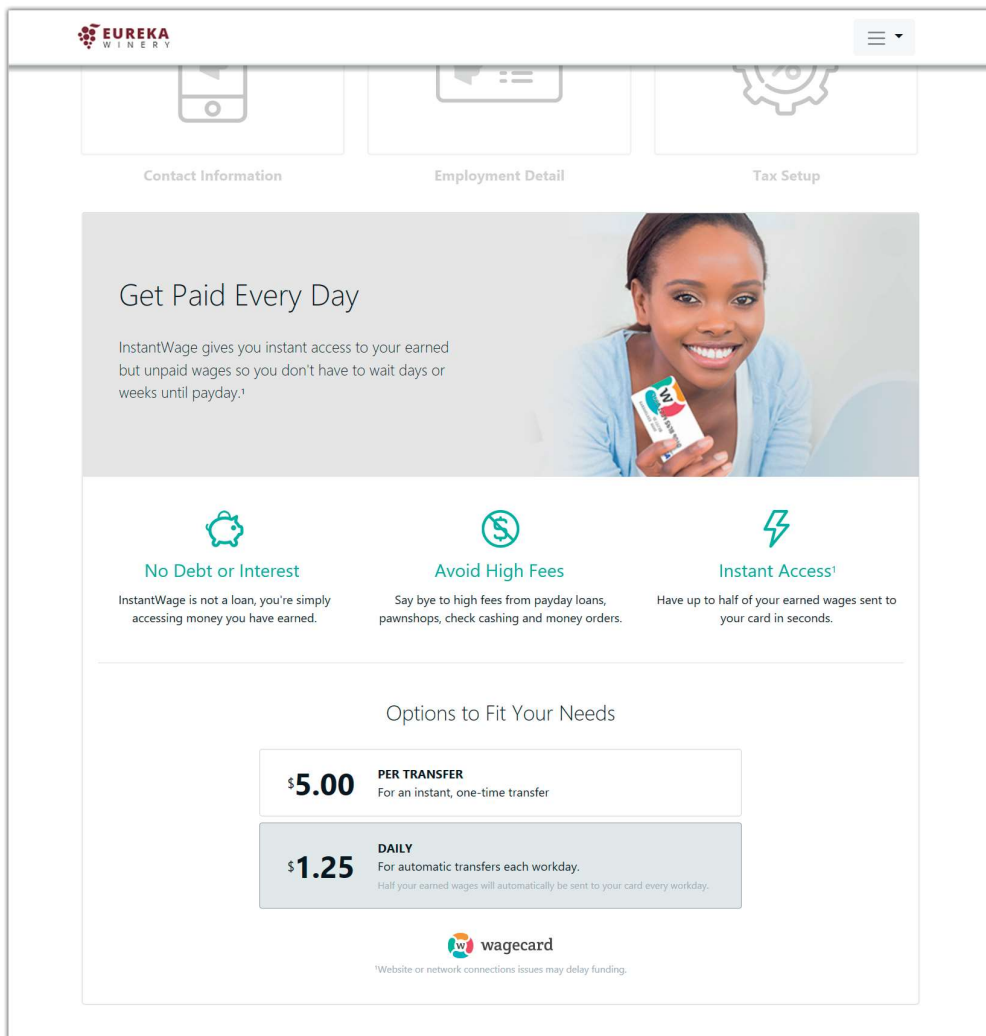
The Employee Interface includes:

- Payroll History
- Time Off Overview
- Personal Information
- Contact Information
- Employment Detail
- Tax Setup
- WageCard, with InstantWage



## WageCard, with InstantWage

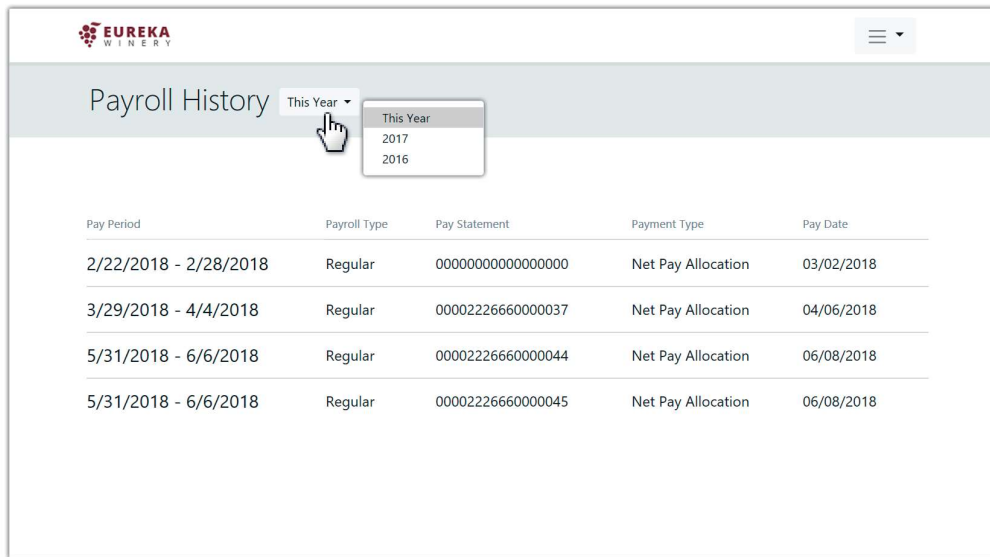
WageCard is the modern and convenient way to get your regular paycheck. When you need money fast, InstantWage gives you access to your earned wages before payday. There are several options to fit your needs.



WageCard,  
with  
InstantWage

## Payroll History

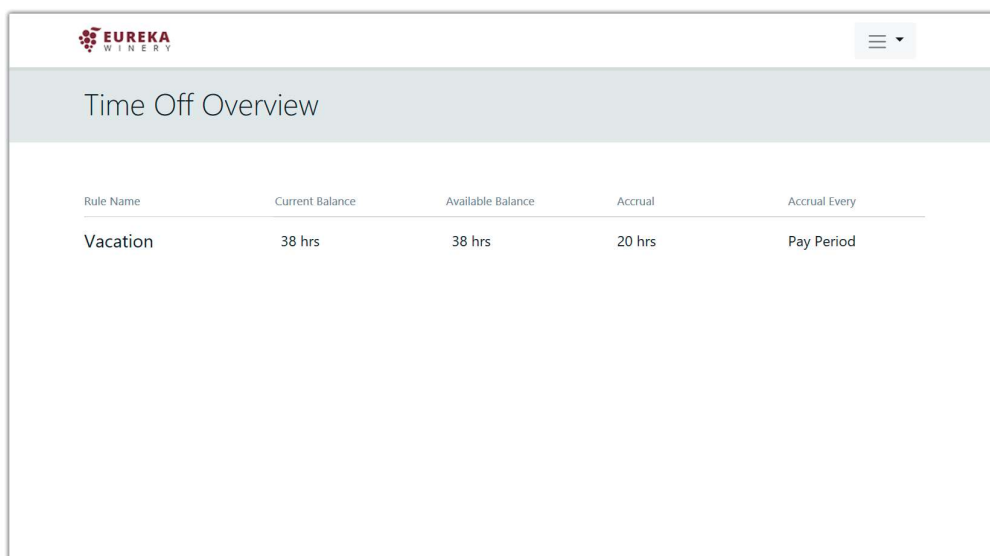
Paystubs are available online for employees to access. No longer will paper checks be necessary.



Pay Period	Payroll Type	Pay Statement	Payment Type	Pay Date
2/22/2018 - 2/28/2018	Regular	0000000000000000	Net Pay Allocation	03/02/2018
3/29/2018 - 4/4/2018	Regular	00002226660000037	Net Pay Allocation	04/06/2018
5/31/2018 - 6/6/2018	Regular	00002226660000044	Net Pay Allocation	06/08/2018
5/31/2018 - 6/6/2018	Regular	00002226660000045	Net Pay Allocation	06/08/2018

## Time Off Overview


Requests for time off do not always come about during work hours. An emergency may require time to be taken off immediately. A travel bargain may be too good to wait. Online requests speed up the process.




Rule Name	Current Balance	Available Balance	Accrual	Accrual Every
Vacation	38 hrs	38 hrs	20 hrs	Pay Period

## Personal Information

The employee is the expert in their own personal information, so it is up to them to keep their file up to date, including nicknames and driver's license numbers. The employee updates their information with new married names or when a child is born.





Doe, Jane

Company

**Eureka Winery**

Log Out

### Personal Information

#### Employee Name

Name	Jane Doe
Other Names	-
Nickname	-



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#### General

Social Security Number	***-**-1234 <a href="#">Unmask</a>
Date Of Birth	*****
Gender	Female
Citizenship	A citizen of the United States
Marital Status	-
Driver's License	-
Driver's License Expiration Date	-
Driver's License Class	-
Driver's License State	-

## Contact Information

Employees keep track of their own contact information, including residential address, personal phone numbers and email addresses, and company phone numbers and email addresses. As soon as an employee updates their information, it is available throughout the platform.

Contact Information

Residential Address

Address

5021 Gaston Ave  
Boca Raton, FL 33431

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Contact Information

Personal Phone

-

Personal Cell Phone

-

Personal Email Address

-

Client Phone

-

Client Cell Phone



-

Client Email Address

-

## Employment Details

Specific information about the employee's employment are available, including position details, like work location, department and supervisor, and compensation, like type, frequency and pay rate.

### Employment Detail

#### Position Details

Position	Admin
Work Location (Default)	Location FL
Department	department a
Reports To	-
Work Comp Code (Default)	606



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#### Compensation

Employment Type	Regular Part Time
Compensation Type	Hourly
Pay Frequency	Weekly
Worker Type	NonExempt
Hourly Rate	\$0.00
Compensable Hours	20

## Tax Setup

Employees are responsible for their personal taxes and they are empowered to make their own selections, including federal taxes and state taxes.

### Tax Setup

#### Effective Date

Active From	03/01/2018
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#### Federal Taxes

Federal Filing Status	Married
Federal Allowances	0
Federal Additional Withholding	\$0.00

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#### State Taxes - FL (Residential Location)

Nonresident Certificate	No
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