



Date Last Updated: January 19, 2010 (TEL)
Date Last Printed: July 27, 2010

User Manual

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Chapter 1 : Overview of SunPac Employee Portal

The SunPac Employee Portal allows employees to log in to a secure website to view and/or print current or previous check stubs. These check stubs will include the date, amount of check, and the check number, as well as, miscellaneous deductions and leave used and earned for the current period and year-to-date.

Menu Options

The following is a brief description of the Menu Options found on the main screen of the User Portion of the Employee Portal.

Home

This option allows the user to go back to the main screen of the portal.

Employee Data

This option allows the user to view their check history.

User Maintenance

This option will allow the user to change their password.

About

This option will display what version of the portal you are currently running.

Chapter 2 : Opening SunPac Employee Portal

The Employee Portal link is located at www.mcsnc.org

PLEASE NOTE

If a shortcut has been created on your desktop, just double click on the icon to access the logon screen.

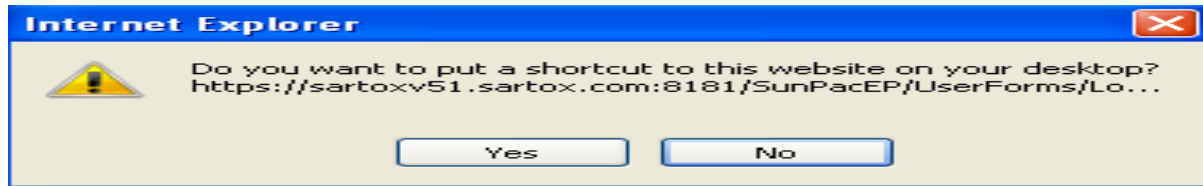
A screen similar to the following will appear when the above address has been entered.



The screenshot shows the login interface for the SunPac Employee Portal. On the left, there is a logo featuring a blue silhouette of a person with arms raised, set against a yellow sunburst, with the text "Employee Portal" below it. On the right, the heading "LOG IN TO EMPLOYEE PORTAL" is displayed above two input fields: "User Name:" and "Password:". A "Log In" button is positioned to the right of the password field. Below the password field is a blue hyperlink that reads "Register with Employee Portal". At the bottom left of the page, there is a "SECURED by digicert Identity Assured" logo. At the bottom center, the text "Version 2010 - Sartox, LLC" is visible.

PLEASE NOTE

To create a shortcut to the above website, right click anywhere on the white portion of the screen and click "Create Shortcut." Click "YES" on the message box that pops up. The box should look similar to this:



Instructions on Creating an Account

Before a person can log on to the Employee Portal, they must first register with the SunPac Employee Portal System. In order to register, they will need their first and last name as it appears in SunPac along with their social security number.

- Click on the Register with SunPaC EPS link. A screen similar to the following will appear:

A screenshot of a web browser showing a "New User Registration" form. The page has a blue header with a logo of a person silhouette and the text "Employee Portal". In the top right corner, there are links for "Log In" and "Exit". Below the header, there is a navigation menu with "Home : User Maintenance : Register" and "Home". A yellow banner across the middle of the form says "Please complete the information below." The form fields are: "First Name:", "Last Name:", "SSN:", "User Name:", "Password:", "Confirm Password:", "E-mail:", "Security Question:" (with a dropdown menu showing "In what city were you born?"), and "Security Answer:". At the bottom of the form, there are two buttons: "Register" and "Cancel".

- Type in First and Last Name.
- Type in Social Security Number.
- Type in a username. This is the name that will be used to log on to the system.

Chapter 2: Opening SunPac Employee Portal

Type in a password. The password must be at least 5 characters long and must contain one of the following non-alphanumeric characters:

!

@

#

\$

%

^

&

*

(

)

- Confirm your password.
- Email address is optional.
- Type in a Security Question. This question will be used if you forget your password and need help remembering it.
- Type in the answer to your security question.
- Click on “Create User.” A screen similar to the following will appear letting you know that the user was created successfully. Click “Continue” to return to the log on screen and log on with your username and password.

Please fill out the required information to register with SunPac EPS.

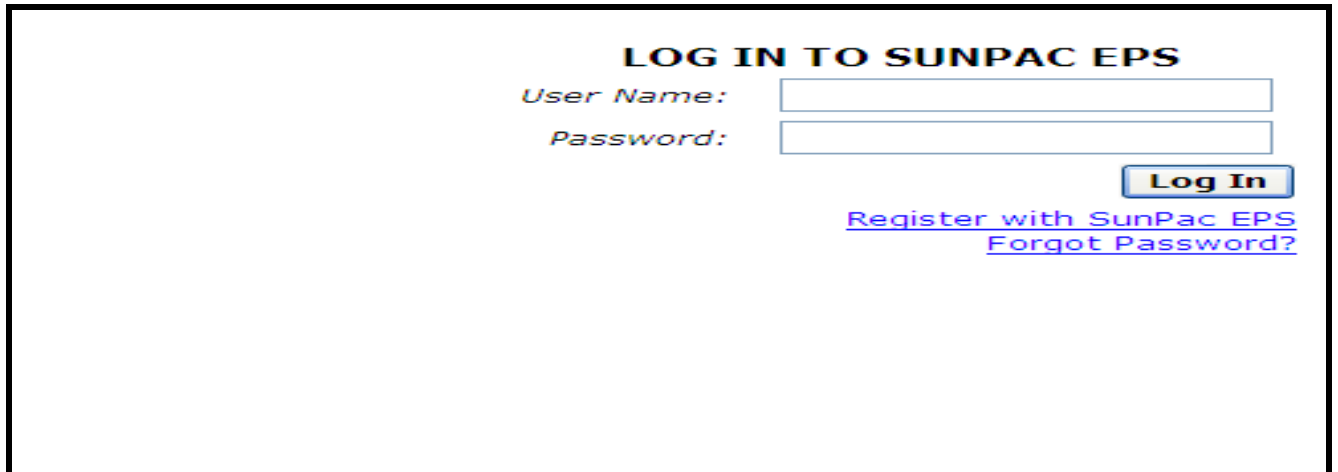
Complete

Your account has been successfully created.

Continue

Log on to the SunPac Employee Portal


After you have successfully registered with the system, you can then log on to the system (currently there is no set limit on the number of failed log in attempts). The logon screen looks like the following screen:



The screenshot shows a login interface titled "LOG IN TO SUNPAC EPS". It features two input fields: "User Name:" and "Password:". To the right of the "Password:" field is a blue button labeled "Log In". Below the "Log In" button are two blue hyperlinks: "Register with SunPac EPS" and "Forgot Password?".

- Type in the username that was created during the registration process.
- Type in the password that was created during the registration process.
- Click "Log In." A screen similar to the following will appear.

Chapter 2: Opening SunPac Employee Portal



[Change Password](#) [Log Out](#) [Exit](#)

Showing checks for employee: JANE BOWENS

[Home](#) : [Employee Data](#) : [Check History](#)

[Home](#)
[Employee Data](#) ▶
[User Maintenance](#) ▶
[About](#)

Check List

	Check Date	Check Number	Amount	Direct Deposit	Status
Select	12/5/2009	5671	\$686.41	<input checked="" type="checkbox"/>	Posted
Select	12/4/2009	5504	\$455.92	<input checked="" type="checkbox"/>	Posted
Select	12/4/2009	5584	\$1,143.06	<input checked="" type="checkbox"/>	Posted
Select	11/15/2009	4800	\$1,143.06	<input checked="" type="checkbox"/>	Posted

[Back](#)

Chapter 3 : Home Screen

When the user logs on to the system, they will be taken to their home screen which displays all of their check stubs that are available to view and/or print. This screen will also display voids but will not display 202 entries.

Select “Home”

A screen similar to the following will appear when the “home” screen is selected:

The screenshot shows the Employee Portal interface. At the top right, there are links for [Change Password](#), [Log Out](#), and [Exit](#). On the left, there is a logo for 'Employee Portal' and a navigation menu with options: Home, Employee Data, User Maintenance, and About. The main content area displays 'Showing checks for employee: JANE BOWENS' and a yellow header for 'Check List'. Below this is a table with columns for Check Date, Check Number, Amount, Direct Deposit, and Status. A 'Back' button is located at the bottom center of the table area.

	Check Date	Check Number	Amount	Direct Deposit	Status
Select	12/5/2009	5671	\$686.41	<input checked="" type="checkbox"/>	Posted
Select	12/4/2009	5504	\$455.92	<input checked="" type="checkbox"/>	Posted
Select	12/4/2009	5584	\$1,143.06	<input checked="" type="checkbox"/>	Posted
Select	11/15/2009	4800	\$1,143.06	<input checked="" type="checkbox"/>	Posted

At the top of the screen, the user will have the options to change their password, log out of the system or exit. The top middle portion of the screen will display a message about which user’s check stubs are being displayed. There are menu options to the left of the screen that will give the user the ability to navigate to a different screen.

Check Date

This column will display the dates that each check was issued.

Check Number

This column displays the check number.

Amount

This column displays the amount of the check.

Direct Deposit

If this box is checked, the check was processed using the direct deposit method instead of a paper check.

Status

The status lets you know the status of the check. Posted meaning the check has already been deposited in the bank. Voided means the check has been voided and Pending means the check has not been deposited to the employee's bank.

Back

This will take the user back to the "home Screen" where they can perform another search or choose another menu option.

View and/or Print Employee Check Information

To view and/or print a check stub:

- Click on the "Select" option to the left of the desired check stub.
- The check stub will be displayed on the screen. Once the check stub is displayed, the ability to print also becomes available.
- Click on the printer icon to print.

The check will look similar to the following:

Click here to print check information.

The screenshot displays the Employee Portal interface. At the top, there is a navigation bar with a search box, page navigation (1 of 2), and a 100% zoom level. The main content area shows a check stub for Jane J. Bowens, payee at ROPER, NC 27970. The check is for \$686.41, dated 12/5/2009, with check number 5671. The status is 'VOIDED EXACTLY ***686 DOLLARS AND 41 CENTS'. A large 'VOID' watermark is overlaid on the check. Below the check, there is a 'NOTICE OF DIRECT DEPOSIT' section with the following details:

NAME	LOCATION
JANE J BOWENS	328 WASHINGTON COUNTY UNION
PO BOX 662	

Two callout boxes are present: one pointing to the printer icon in the top right corner, and another pointing to the 'Select a format' dropdown menu in the top navigation bar.

Click Here to select a Format and Export Check to a file.

Chapter 3: Home Screen

ROPER, NC 27970										
		Withholding Status	Exemptions	Additional Withholding	Retirement Number	Direct Deposit		Account Number Transit Number		
FEDERAL		S	0	\$0.00	885335	Y		08830501201		
STATE		S	0	\$0.00				08830501201		
GROSS	CODE	ESCROW	DOCK AMT.	GRADE	STEP	DAYS EML.	DAYS PAID	HOURS PAID	PERCENT EMPLOYED	DESCRIPTION
\$3,022.11	MAINT	0.0000	.00	VI	11	21.00	21.00	0.00	100.00	MAINTENANCE
		SALARY	RETIREMENT	FEDERAL TAX	STATE TAX	SOCIAL SECURITY TAX	MEDICARE	MISCELLANEOUS DEDUCTIONS		NET PAY
CURRENT		3,022.11	181.33	318.29	169.00	185.44	43.37	429.25		1,695.43
YTD		30,820.52	1,849.24	3,138.16	1,637.00	1,835.76	429.33	5,200.23		18,730.80
MISCELLANEOUS DEDUCTIONS										
CODE	DESCRIPTION						CURRENT	YTD		
AFACC	AFLAC ACCIDENT INSURANCE						12.90	129.00		
AFDIS	AFLAC DISABILITY						7.40	74.00		
DF	DENTAL INS/EMPLOYEE ONLY						18.98	189.80		

The check will show the amount, the name and address of employee, the location of the workplace, their miscellaneous deduction information as well as their leave information for current and year-to-date.

Chapter 3: Home Screen

Chapter 4 Employee Data

This option will allow the user to get back to their check information if they are on another screen.

Select “Employee Data.”

Select “Check History.”

A screen similar to the following will appear:

Showing checks for employee: JANE BOWENS

[Change Password](#) [Log Out](#) [Exit](#)

Home : **Employee Data** : Check History

Home
Employee Data ▶
User Maintenance ▶
About

	Check Date	Check Number	Amount	Direct Deposit	Status
Select	12/5/2009	5671	\$686.41	<input checked="" type="checkbox"/>	Posted
Select	12/4/2009	5504	\$455.92	<input checked="" type="checkbox"/>	Posted
Select	12/4/2009	5584	\$1,143.06	<input checked="" type="checkbox"/>	Posted
Select	11/15/2009	4800	\$1,143.06	<input checked="" type="checkbox"/>	Posted

[Back](#)

Check Date

This column will display the dates that each check was issued.

Check Number

This column displays the check number.

Amount

This column displays the amount of the check.

Direct Deposit

If this box is checked, the check was processed using the direct deposit method as opposed to a paper check.

Status

The status lets you know the status of the check. Posted meaning the check has already been deposited in the bank. Voided means the check has been voided and Pending means the check has not been deposited in the employee's bank.

Back

This will take the user back to the "home Screen" where they can perform another search or choose another menu option.

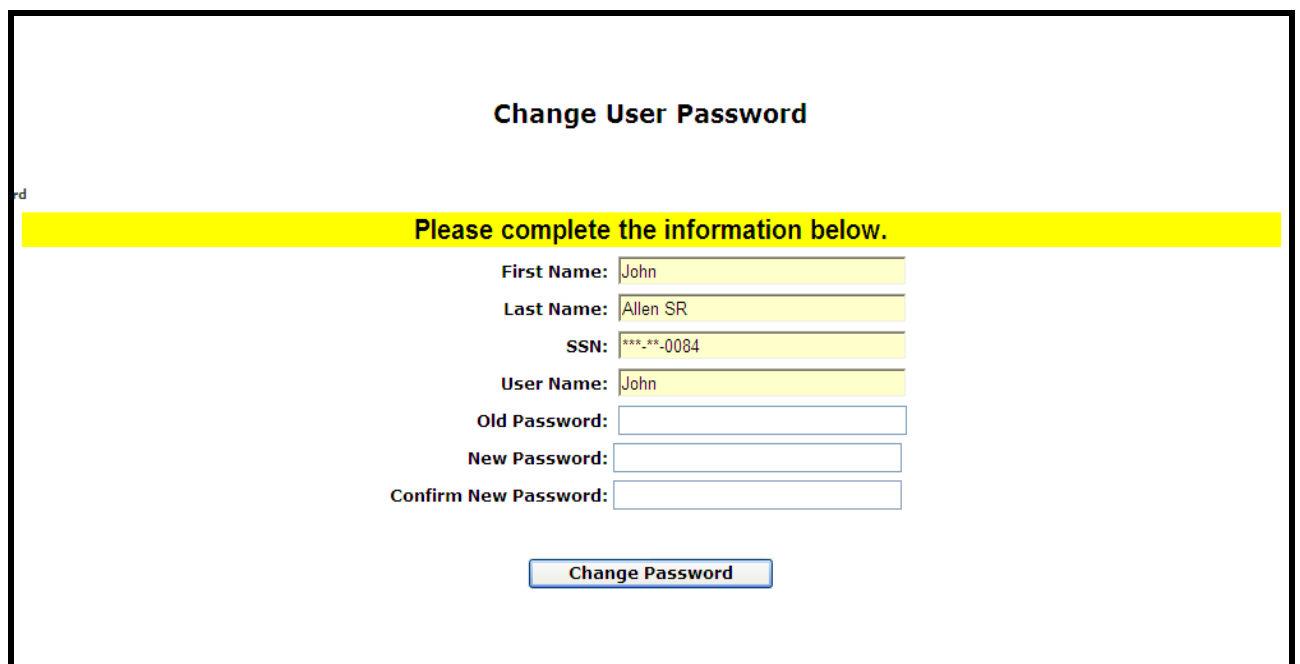
Chapter 5 : User Maintenance

The user can use this option to change their password.

Select “User Maintenance.”

Select “Change Password.”

A screen similar to the following will appear:



The screenshot shows a web form titled "Change User Password". At the top, there is a yellow banner with the text "Please complete the information below." Below this banner, there are several input fields: "First Name:" with the value "John", "Last Name:" with the value "Allen SR", "SSN:" with the value "*****-0084", "User Name:" with the value "John", "Old Password:", "New Password:", and "Confirm New Password:". At the bottom of the form, there is a blue button labeled "Change Password".

Change Password

- Type in current password that is being used now.
- Type in a new password.
- Type in the confirmation of new password.
- Click “Change Password.”
- The user can now log in with their new password.

Chapter 5: User Maintenance

Chapter 6 : About

This option contains information on what version of the software you are currently running. This is useful particularly when performing upgrades so that you know what version you are on before upgrading. If you call the support desk for help, they may also ask you to check here and tell them what version you are currently running.

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