

Abel HR: **HRIS Management Platform**



We are ABEL HR



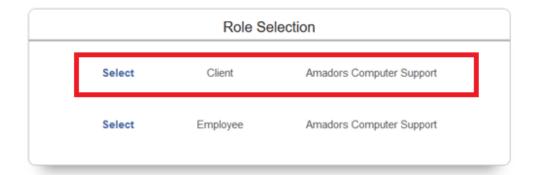


Login Page

Sign in	
Username Password	
Remember me next time	
Sign in	
Forgot Password	

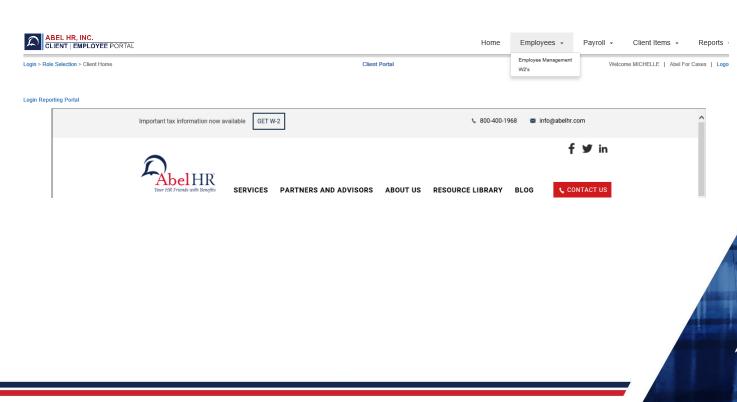


The client can choose either role, employee or client. No need for multiple logins.





Employee Information Menu



Your HR Friends with Benefits

Dashboard of all Employees

Employee Management

Show Inactive Employees									
trag a column header here to group by that column									
Employee Num	Employee Name	Supervisor	Phone	Email	Status	Super Page	Payroll	HR	Benefits
			(503)382-5069	jbracco@thinkabel.com		Super Page	Payroll	HR	Benefits
AH2414	Battery, Lindsay U		503-730-8881	Lindsay.Battery@OT.com	Active	Super Page	Payroll	HR	Benefits
AH2567	Bert, Lora V		(503)490-7213	talib@mypaperlessoffice.com	Active	Super Page	Payroll	HR	Benefits
AH6466	Bradshaw, Abraham I		503-125-1196	Abraham.Bradshaw@OT.com	Active	Super Page	Payroll	HR	Benefits
AH3234	Crozier, Kail A		541-716-6064	Kall.Crozier@OT.com	Active	Super Page	Payroll	HR	Benefits
AH4069	Designer, Leone D		503-600-5303	kcastano@thinkabel.com	Active	Super Page	Payroll	HR	Benefits
AH1102	Fingers, Jimmy				Active	Super Page	Payroll	HR	Benefits
AH3914	Firet, Les C		503-937-4158	Les.Firet@OT.com	Active	Super Page	Payroll	HR	Benefits
AH5413	Hales, Lila G		503-371-2894	Lila.Hales@OT.com	Active	Super Page	Payroll	HR	Benefits
AH9703	Heart, Linore K		541-756-3874	Linore.Heart@OT.com	Active	Super Page	Payroll	HR	Benefits
AH3421	Hundley, Latika B		303-744-3126	Latika.Hundley@OT.com	Active	Super Page	Payroll	HR	Benefits
AH2623	Jobs, Levana W		208-557-1670	Levana.Jobs@OT.com	Active	Super Page	Payroll	HR	Benefits
AH8288	Jonutz, Laquinta J		541-907-9615	Laquinta.Jonutz@OT.com	Active	Super Page	Payroll	HR	Benefits
AH6372	Oregon, Lenci H		845-303-7367	Lenci.Oregon@OT.com	Active	Super Page	Payroll	HR	Benefits
AH4376	Paper, Leala E		404-388-1227	Leala.Paper@OT.com	Active	Super Page	Payroll	HR	Benefits



Summary of Employee Record

				Employe	e Super Page					
Lemuel Z Arko III 669 North 2129 East Apt 32 Gaston OR 67568										
Home Pitone: (503):360-4569 Cell Pitone: (503):360-4344 Work prince: (503):960-4147 Vione Edination: Personal E-Mails praeologifishinased.com Hire Date: 11,000013 Gelderic: M EE-Avrince: A+3172 SINN 0808-7-3172 Bitmoste: 11,251-950						1				
ax Records										
tate ID	Marital Status	i .		Exemptions 3			Exempt from Taxes			
D R	Married Married			3			No No			
Compensation										
ompensation /eb Designer	State OR	Pay Type Hourly	Pay Freq Semi-Monthly	Annual Salary \$0.00		Hourly Rate \$140.00		ICCode B10	StartDate 1/1/2010	StopDate
			,	*****						
uto Transactions										
uto Transactions			Type	Amount		Start Da			Stop Date	
car Allowance			Pay	\$100.00		7/1/2017	7			
aid Time Off										
chedule Title		YTD Start	YTD Accrued		YTD	Used	YTD Paid C	Out		Balance
то		1/1/2019	0.00		0.00		0.00			8.00
etirement										
an Num		ount	Contribition Type				Start Date		Stop Date	
23467	3.00		%				11/1/2014			
Sarnishments										
Garnishments Description New Garnishment	T ₁	iype Jupport Order	Basis Flat Amount		Rate 63.00	Amount	Period	Start Date 5/22/2017		Stop Date



Detailed Payroll Records for Each Employee

Payroll Information

Lemuel Z Arko - AH3172

Direct Deposit

Automatic Transactions

Recurring pay and deduction transactions such as taxability, exclusions and amount based on pay period transaction schedule.

Compensation

Pay-rate setup information. Includes base pay-rate, job costing, taxability, and other

Garnishments

Direct-deposit settings including bank, deposit Garnishment assignments including deduction details, limits and setup information.

Employee Documents

amount and priority settings.

Review and upload employee documents.

Demographics

Basic information such as address, phone, email and emergency contact information.

Tax Records

Federal tax filing and state specific tax filings. Both federal and state override options are available. Locality assignment is available within the state setup.



Benefits Summary Page for Each Employee

Benefits

Lemuel Z Arko - AH3172

Health

Lists employee health insurance plans and provides details such as provider name, premium amount and coverage dates.

Health Savings Account (HSA)

Lists employee health savings accounts and provides details such as employee and company contribution amounts.

Retirement

Lists employee retirement plans and provides details such as plan type, contribution amounts and plan dates.

Paid Time Off

Lists employee paid time off plans and provides details such as plan balance, anniversary date and amount paid out.

Flex Spending

Lists employee flex spending plans and provides details such as employee and company contribution amounts.



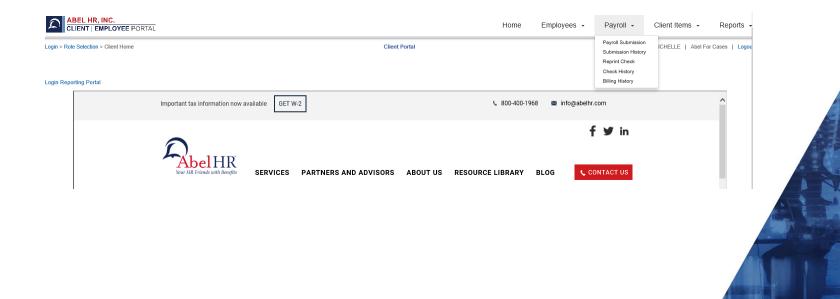
Client can view and download W2's by employee and year if needed.

Client Portal



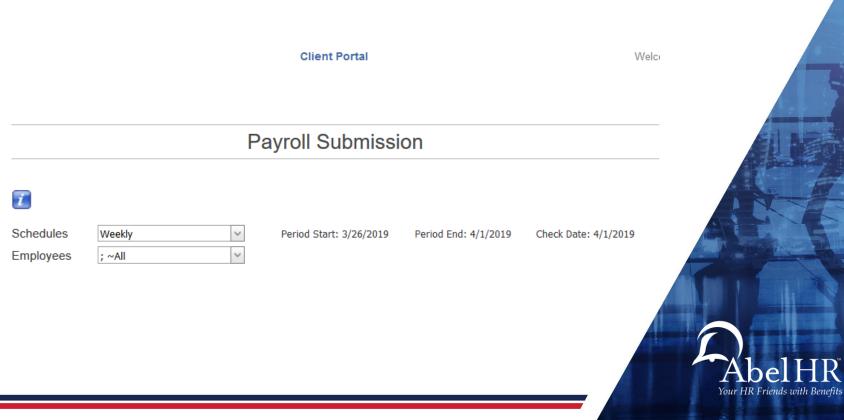


Payroll Menu

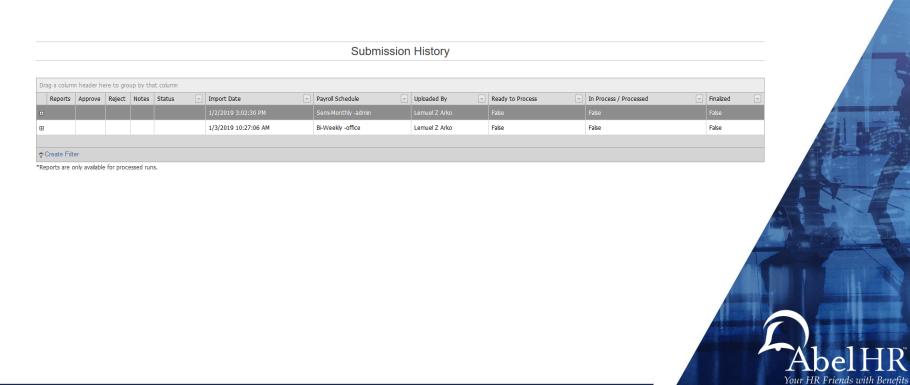




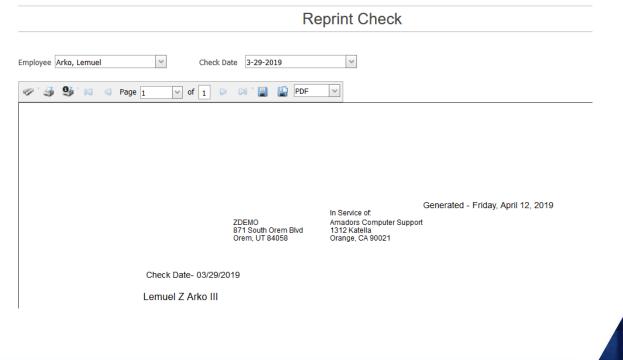
Payroll submission for Excel or CSV files.



History of uploads of payroll files.

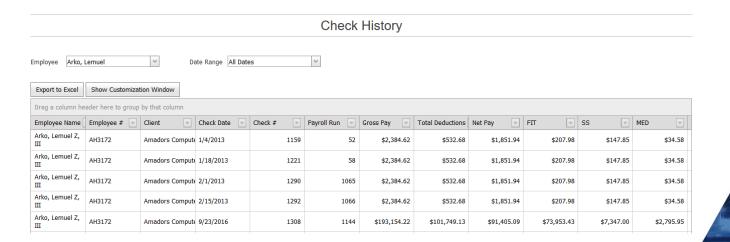


Check stub reprints can be done here.





Check History





Billing Packet History

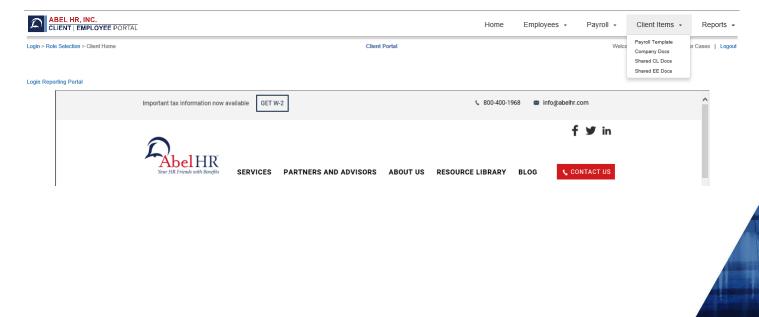
Billing History

Billing #	Billing Date	Show Packet
1039	4/5/2019	Show Billing Packet
1038	3/29/2019	Show Billing Packet
1037	3/22/2019	Show Billing Packet
1036	3/15/2019	Show Billing Packet
1035	3/8/2019	Show Billing Packet
1034	3/1/2019	Show Billing Packet
1033	2/22/2019	Show Billing Packet
1032	2/15/2019	Show Billing Packet
1031	2/8/2019	Show Billing Packet
1030	2/1/2019	Show Billing Packet
Pa	ge 1 of 4 (35 items)	[1] 2 3 4 D

Billing packet will display in a new window. Please disable your Popup Blocker.



Client Menu Items





Payroll Template Setup (not all options showing)

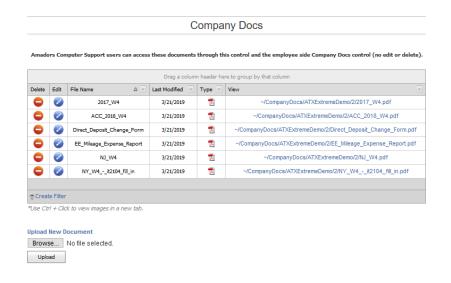
Payroll Template

Below are the fields that can be displayed when submiting payroll. The Fixed and Display Order columns only take effect when Visible is checked.

Field Description	Visible	Fixed	Display Order
Ready to Submit	V	V	
Cash Tips			100 5 3
CertDayOTHrs			100 (>
Charge Tips			100 < >
Class			100
Commission			100 < >
Department			100 (>
EmployeeCompensationID			100 (>
Exempt From Auto Allocation			100 ()
Holiday Hrs	¥		100 < >
Hourly Rate	4		100
Job	V		100 (>
Location			100 (>
MultiCheckNum	V		100 (>
OT Factor	V		100 ()
OT Hrs	¥		100 < >
OT Pieces			100 5 3
OTPieces Rate			100 ()
Pay Type	V		100 5
Phase	V		100 ()
Pieces			100 5 >
Pieces Rate			100 ()
PTO Hrs			100 < >
PTO2 Hrs			100 ()
PTO3 Hrs			100 (>
Salary Override	V		100 ()
Sick Hrs	V		100 < >
Spot Deduction			100 < >
Spot Deduction Amount			100 < >



Area where documents can be uploaded and viewed by clients and employees.





Documents shared by Abel HR that a client would find useful.

Shared Client Docs

All PEO/ASO users can access these documents through this control only.

File Name 🛮 🔻	Last Modified 🔻	Type 🔻	View
2018 NY W4-IT2104	3/21/2019	75	~/CompanyDocs/Files/ATXExtremeDemo/Client/2018 NY W4-IT2104.pdf
ACC_2018_W4	3/21/2019	7	~/CompanyDocs/Files/ATXExtremeDemo/Client/ACC_2018_W4.pdf
ACC_W2_Access_Instructions	3/21/2019	<u> </u>	~/CompanyDocs/Files/ATXExtremeDemo/Client /ACC_W2_Access_Instructions.pdf
CL_Employee_Maintenance_Form_Complete- able	3/21/2019	<u> </u>	~/CompanyDocs/Files/ATXExtremeDemo/Client /CL_Employee_Maintenance_Form_Complete-able.pdf
CL_Employee_Termination	3/21/2019	7	~/CompanyDocs/Files/ATXExtremeDemo/Client/CL_Employee_Termination.pd
CL_Employee_Warning	3/21/2019	7.	~/CompanyDocs/Files/ATXExtremeDemo/Client/CL_Employee_Warning.pdf
CL_Incident_Report_Short_Form	3/21/2019	™	~/CompanyDocs/Files/ATXExtremeDemo/Client /CL_Incident_Report_Short_Form.pdf
Direct Deposit Application	3/21/2019	7	~/CompanyDocs/Files/ATXExtremeDemo/Client/Direct Deposit Application.pd
EE_Deduction_Agreement	3/21/2019	7	~/CompanyDocs/Files/ATXExtremeDemo/Client/EE_Deduction_Agreement.pd
EE_Direct_Deposit_Change_Form_Fillable	3/21/2019	<u>7</u> 3	~/CompanyDocs/Files/ATXExtremeDemo/Client /EE_Direct_Deposit_Change_Form_Fillable.pdf
EE_Mileage_Expense_Report	3/21/2019	<u> </u>	~/CompanyDocs/Files/ATXExtremeDemo/Client /EE_Mileage_Expense_Report.pdf
Employee Evaluation Client Master	3/21/2019	7	~/CompanyDocs/Files/ATXExtremeDemo/Client/Employee Evaluation Client Master.pdf
NJ W4	3/21/2019	75	~/CompanyDocs/Files/ATXExtremeDemo/Client/NJ W4.pdf
NY LS54 (For Hourly Employees Only)	3/21/2019	***	~/CompanyDocs/Files/ATXExtremeDemo/Client/NY LS54 (For Hourly Employees Only).pdf
NY LS59 Form (For Exempt Employees Only)	3/21/2019	7 2	~/CompanyDocs/Files/ATXExtremeDemo/Client/NY LS59 Form (For Exempt Employees Only).pdf
	Page	1 of 2 (20 i	tems) ([1] 2)

*Use Ctrl + Click to view images in a new tab.



Documents shared by Abel HR for employees to use.

Shared Employee Docs

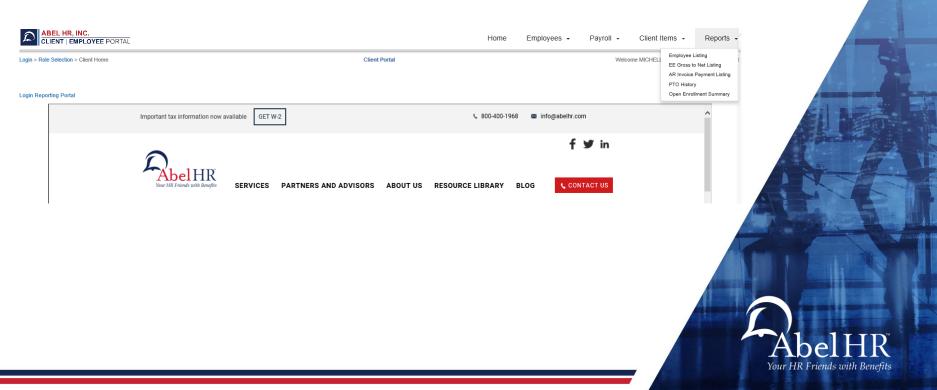
All PEO/ASO users can access these documents through this control and the employee side Shared EE Docs control (no edit delete).

File Name 🛮 🛆 🔻	Last Modified 🔻	Type 🔻	View
Direct Deposit Application.pdf	3/21/2019	7.	~/CompanyDocs/Files/ATXExtremeDemo/Employee/Direct Deposit Application.pdf
EE_Direct_Deposit_Change_Form_Fillable.pc	f 3/21/2019	7 3	~/CompanyDocs/Files/ATXExtremeDemo/Employee /EE_Direct_Deposit_Change_Form_Fillable.pdf
rapid pay application.pdf	3/21/2019	7.	~/CompanyDocs/Files/ATXExtremeDemo/Employee/rapid pay application.pdf

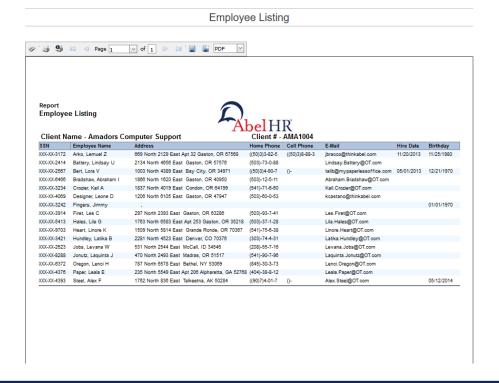
*Use Ctrl + Click to view images in a new tab.



Report Menu



Employee Listing





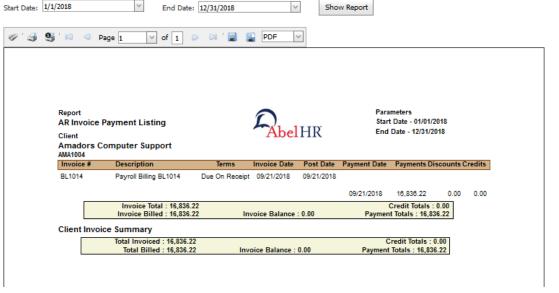
Employee Gross to Net Listing for questions.





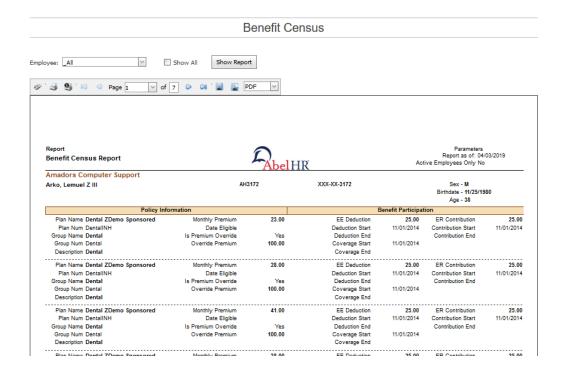
AR Listing

Accounts Receivable Invoice Payment Listing



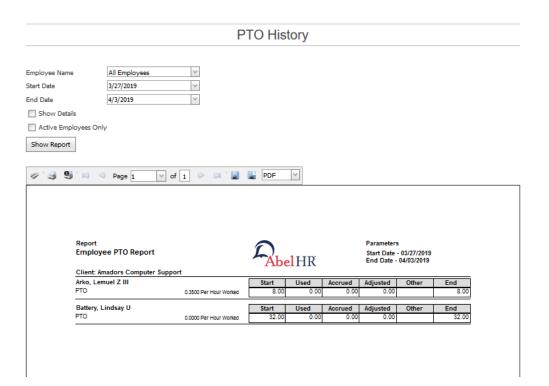


Benefit Listing





PTO History





To schedule a **LIVE DEMO**:

Please call **800.400.1968** or email us at **info@AbelHR.com** and a member of our staff will be glad to assist you.

