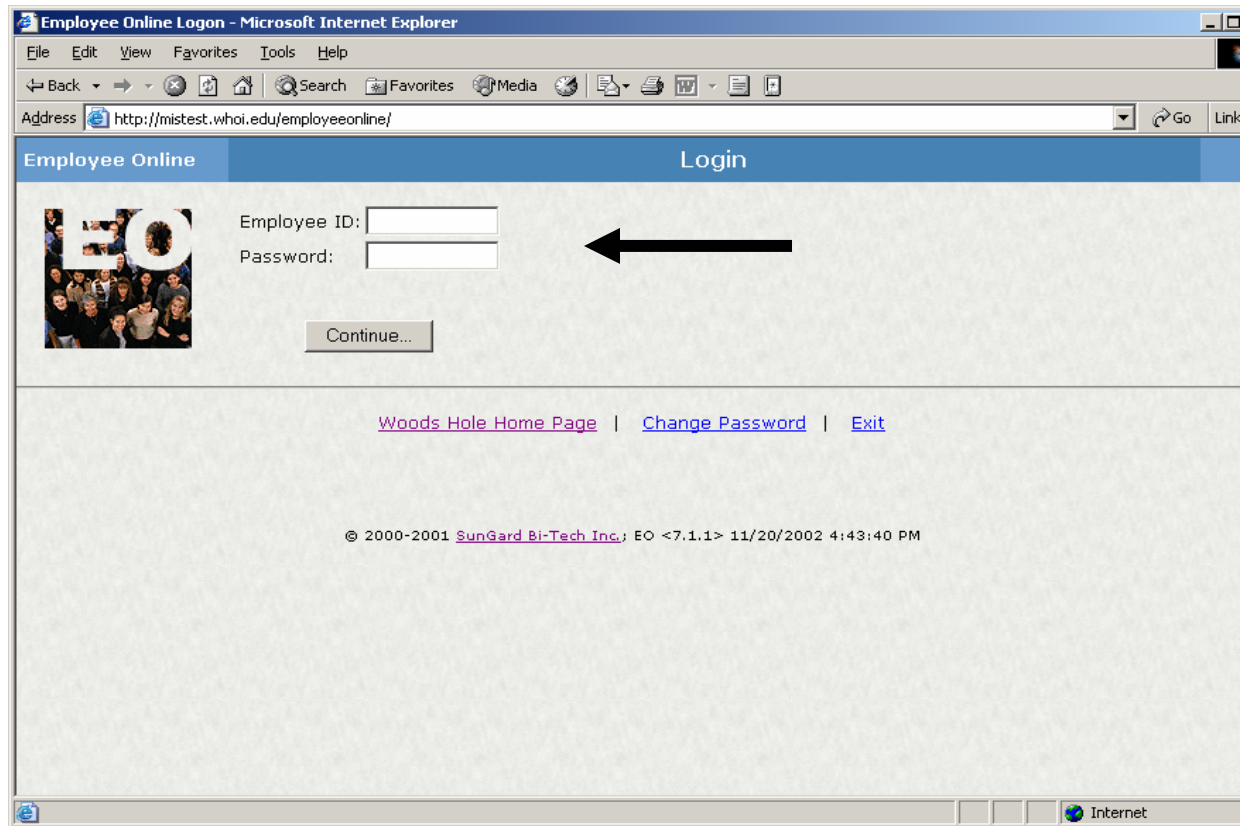




Online Demonstration

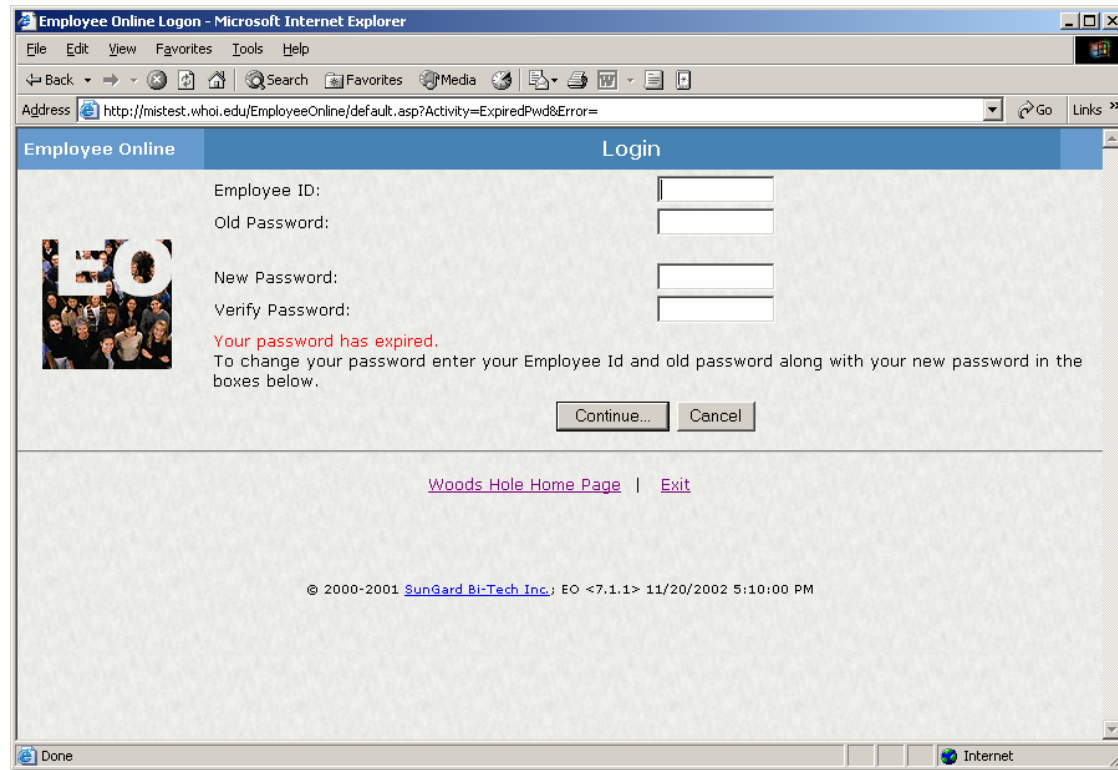


WHOI HRIS Office
Human Resources Information Systems



You will be required to request a password prior to accessing Employee Online. The interactive password request forms are found within the Employee Online link on left hand navigation menu on the HR Web page.

To access this site you will be required to enter your employee id # and assigned password . The system requires 5 digits in the Employee ID section. If you have a 4 digit id# you will need start your id with a zero. (i.e., 1234 = 01234)



To ensure privacy, the system will force you to change your password immediately after your first log in. Your password must be either alpha and/or numeric, no longer than 12 places. Employee Online will not allow for spaces or special characters (!,@#). Once you have established a new password, you will be prompted to re-enter your user ID # and password.

The system will only allow three attempts to match your password to your employee ID #. Otherwise it will lock you out and require you contact HRIS to have your account re-set.

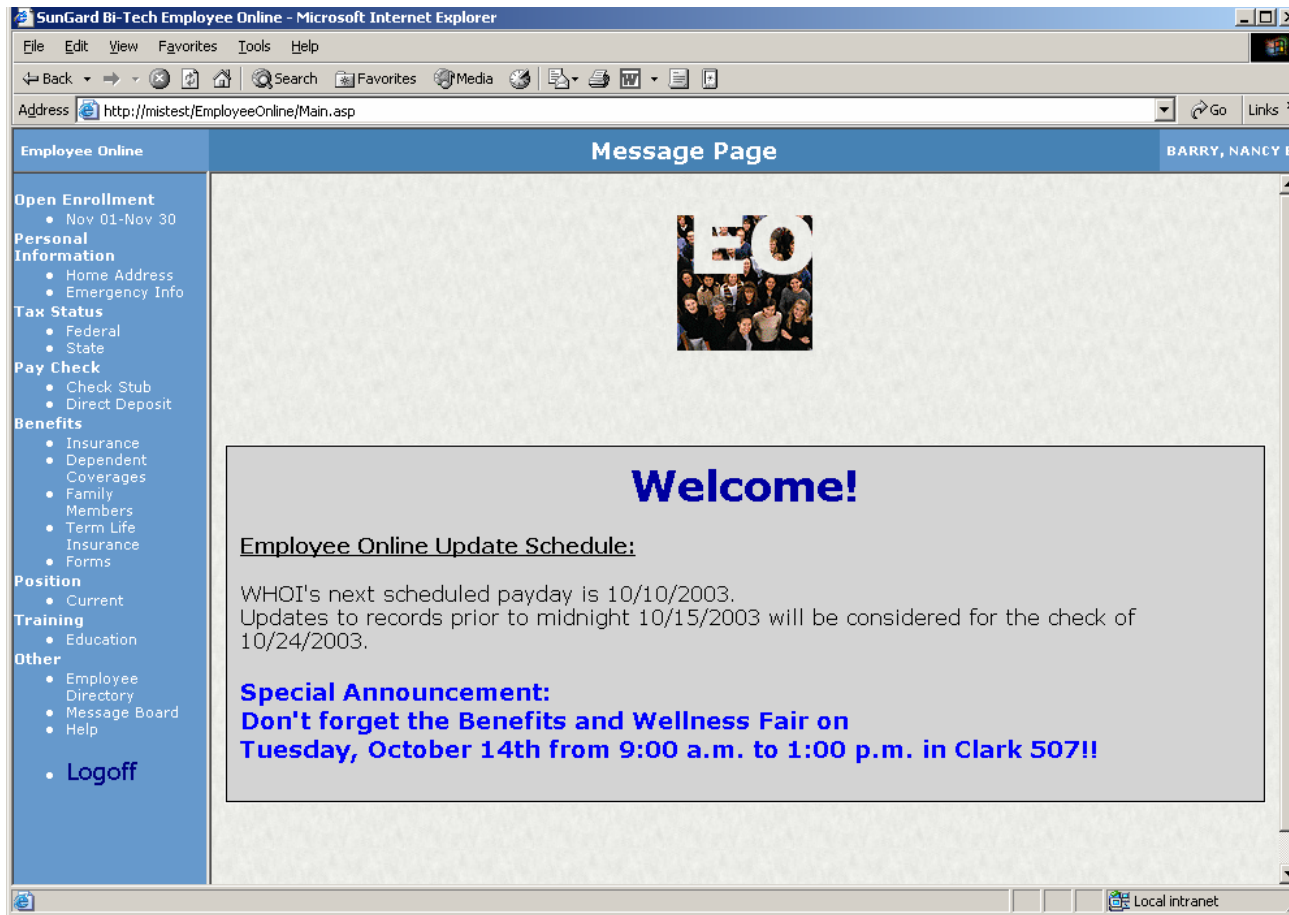
Employee Online Security



For the Internet to fulfill its potential as a vehicle for commerce and electronic communications there must be a basic commonly accepted framework for trust and security. Today, Digital Certificates form that basis in most e-commerce applications, providing the following to end users:

- The Right Site: Assurance that users are indeed doing business with a particular site
- The Right Company: Positive identification of the organization with which users are communicating
- Company's Ongoing Existence: Representations regarding the existence of the organization and that it is a legitimate business
- Privacy: Encryption of information exchanged online

By utilizing Digital Certificate technology, Woods Hole Oceanographic Institution ensures the accuracy and security of any data that is transmitted through the Employee Online web application.



Once you have logged on the system, Employee Online presents you with an initial menu. This menu also includes a “Message Board”.

In addition to timely announcements, the message board will always display a Employee Online Update Schedule. This schedule lets you know the final date it will accept updates for the paycheck being run. You may access Employee Online at any time, but updates occurring after the date on the schedule will not be reflected until the next paycheck.

Open Enrollment

This module is turned on only during the benefits open enrollment period each year. So you will only see the open enrollment link activated near the end of each year. Once the Benefits Office communicates the official open enrollment dates, you can click onto this link and make your changes without being required to indicate a reason for your change request.

Personal Information

[Home Address](#)

[Emergency Info](#)

This module allows you to view and update your address and emergency contact information. Use these screens to change your address/telephone or update who you would prefer contacted in case of emergency.

Tax Status

[Federal](#)

[State](#)

This module allow you to view and update both your federal and state tax filing status. You may also set the number of dependents you wish to declare and indicate additional withholding amounts.

Pay Check

[Check Stub](#)

[Direct Deposit](#)

This module allows you to view your check stub information from past pay periods. It also allows you to send money from your paycheck directly to the bank. You will need a bank number and account number to set up a direct deposit deduction. You may designate a flat amount or a percentage of your check to be deposited into one or more (up to four) specific accounts

Benefits

[Insurance](#)
[Dependent Coverages](#)
[Family Members](#)
[Term Life Insurance](#)
[Forms](#)

This module allows you to view and, in many instances, modify your benefits elections.

Position

[Current](#)

This module allows you to view your current position information.

Other

[Employee Directory](#)
[Message Board](#)
[Help](#)

This module allows you to search on employee contact information such as phone extensions and email addresses, view the message board, or log on for answers to your help questions.

Open Enrollment

The screenshot shows a web browser window titled "SunGard Bi-Tech Employee Online - Microsoft Internet Explorer". The address bar displays "http://mistest/EmployeeOnline/Main.asp". The page content is divided into a left sidebar and a main content area. The sidebar, titled "Employee Online", contains a menu with the following items: "Open Enrollment" (with a sub-item "Sep 01-Nov 30"), "Personal Information" (with sub-items "Home Address" and "Emergency Info"), "Tax Status" (with sub-items "Federal" and "State"), "Pay Check" (with sub-items "Check Stub" and "Direct Deposit"), "Benefits" (with sub-items "Insurance", "Dependent Coverages", "Family Members", "Term Life Insurance", and "Forms"), "Position" (with sub-item "Current"), "Training" (with sub-item "Education"), "Other" (with sub-items "Employee Directory", "Message Board", and "Help"), and "Logoff". The main content area, titled "Open Enrollment Information", displays the name "BARRY, NANCY E" in the top right corner. It lists two plans: 1. MEDICAL PLAN, with "Current Plan: ACCESS BLUE", "Family" coverage, "Active" status, and "Enrollment Request: none". Below this plan are links for "Request New Enrollment" and "Help". 2. DENTAL PLAN, with "Current Plan: DENTAL", "Employee" coverage, "Active" status, and "Enrollment Request: none". Below this plan are also links for "Request New Enrollment" and "Help". At the bottom of the main content area, there is a link "See Current Insurance Plans" and a copyright notice: "© 2000-2001 SunGard Bi-Tech Inc.; EO <7.1.1> 10/8/2003 4:06:23 PM". The browser's status bar at the bottom shows "Local intranet".

The Open Enrollment page shows you your current medical and/or dental plans and coverage elections. To make a change to a specific plan, click on the "Request New Enrollment" link.

Open Enrollment

Employee Online **Modify MEDICAL PLAN** BARRY, NANCY E

Please choose from the following plans:

Select	Plan Name	Plan Type	Restrictions
<input type="radio"/>	HMO BLUE NE	AFTER-TAX	Can be added during enrollment period 09/01 - 11/30.
<input type="radio"/>	HMO BLUE NE	PRE-TAX	Can be added during enrollment period 09/01 - 11/30.
<input type="radio"/>	PPO BLUE	AFTER-TAX	Can be added during enrollment period 09/01 - 11/30.
<input type="radio"/>	PPO BLUE	PRE-TAX	Can be added during enrollment period 09/01 - 11/30.
<input type="radio"/>	PPO MARINE CREW	AFTER-TAX	Can be added during enrollment period 09/01 - 11/30.
<input type="radio"/>	PPO MARINE CREW	PRE-TAX	Can be added during enrollment period 09/01 - 11/30.
<input type="radio"/>	ACCESS BLUE	AFTER-TAX	Can be added during enrollment period 09/01 - 11/30.
<input type="radio"/>	ACCESS BLUE	PRE-TAX	This is your current plan. Can be added during enrollment period 09/01 - 11/30.

Select Plan Return

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Done Local intranet

This page shows all of the different medical or dental plans and allows you to select the plan of your choice. It also reminds you which plan you are currently enrolled in by noting in blue text "This is your current plan" located in the restrictions column.

Open Enrollment

The screenshot shows a web browser window titled "SunGard Bi-Tech Employee Online - Microsoft Internet Explorer". The address bar shows "http://mistest/EmployeeOnline/Main.asp". The page title is "MEDICAL PLAN" and the user name is "BARRY, NANCY E".

On the left side, there is a navigation menu with the following items:

- Open Enrollment
 - Sep 01-Nov 30
- Personal Information
 - Home Address
 - Emergency Info
- Tax Status
 - Federal
 - State
- Pay Check
 - Check Stub
 - Direct Deposit
- Benefits
 - Insurance
 - Dependent Coverages
 - Family Members
 - Term Life Insurance
 - Forms
- Position
 - Current
- Training
 - Education
- Other
 - Employee Directory
 - Message Board
 - Help
- Logoff

The main content area displays a message: "This open enrollment request must be approved before it can take effect." Below this is a table comparing the current plan and a new open enrollment request.

	Current Plan	New Open Enrollment Request
Plan Name	ACCESS BLUE	HMO BLUE NE
Plan Type	PRE-TAX	PRE-TAX
Coverage Vendor	<u>BLUE CROSS</u>	<u>BLUE CROSS</u>
Description	ACCESS BLUE EMPL/FAM PRE-TAX	HMO BLUE EMPLOYEE ONLY PRE-TAX
Group #	4012820	4012819
Employer Cost	\$239.99	\$85.00
Employee Cost	\$166.03	\$55.00
Coverage Category	Employee	<input type="radio"/> Employee
	Emp & Children	<input type="radio"/> Emp & Children
	Emp & Spouse	<input type="radio"/> Emp & Spouse
	<input checked="" type="checkbox"/> Family	<input type="radio"/> Family
Covered Dependents		
	BARRY, ROBERT M (SPOUSE)	<input type="checkbox"/>
	BARRY JR, BOBBY (CHILD)	<input type="checkbox"/>

At the bottom of the table, there are buttons for "Submit", "Reset", "Back", and a "Help" link.

Once you've selected your plan you will be able to view your current plan (on the left side of the screen) to your new open enrollment request (on the right side). You will need to select the coverage category you want and check off the dependents you want covered in your new election request. Once you have made those choices you can click on the **[Submit]** button to send your request.

Open Enrollment

The screenshot shows a web browser window titled "SunGard Bi-Tech Employee Online - Microsoft Internet Explorer". The address bar displays "http://mistest/EmployeeOnline/Main.asp". The page content is titled "Open Enrollment Information" and is for user "BARRY, NANCY E".

Open Enrollment Information

1. MEDICAL PLAN.
Current Plan: ACCESS BLUE Family Active
Enrollment Request: HMO BLUE NE Employee Pending
[Change Existing Enrollment Request](#) | [Help](#)

2. DENTAL PLAN.
Current Plan: DENTAL Employee Active
Enrollment Request: none
[Request New Enrollment](#) | [Help](#)

[See Current Insurance Plans](#)

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The left sidebar contains a navigation menu with the following items:

- Open Enrollment
 - Sep 01-Nov 30
- Personal Information
 - Home Address
 - Emergency Info
- Tax Status
 - Federal
 - State
- Pay Check
 - Check Stub
 - Direct Deposit
- Benefits
 - Insurance
 - Dependent Coverages
 - Family Members
 - Term Life Insurance
 - Forms
- Position
 - Current
- Training
 - Education
- Other
 - Employee Directory
 - Message Board
 - Help
- Logoff

When you have submitted your request your open enrollment information screen will change to include your open enrollment request information and will show that it is in pending status. The pending status will stay in effect during the entire open enrollment period. That is to allow you to change your mind at any time during open enrollment. If you do want to change a pending open enrollment request simply click on the "Change Existing Enrollment Request" link to choose another plan or coverage category.

Personal Information

Home Address

The screenshot shows a web browser window titled "SunGard Bi-Tech Employee Online - Microsoft Internet Explorer". The address bar shows "http://mistest/EmployeeOnline/Main.asp". The page content is divided into a left sidebar and a main content area. The sidebar contains a navigation menu with categories: Personal Information, Tax Status, Pay Check, Benefits, Position, Training, and Other. The main content area is titled "Home Address" and displays a table of personal information for "FUDD, ELMER G".

Name	FUDD, ELMER G
Soc. Sec.#	888-33-8833
Employee I.D.	T100
Home Address	31 PUBLIC DRIVE
City	WORCESTER
State	Massachusetts
Zip	01603 - 1111
Private Address	No
Phone Number	HOME PHONE (508) 799-9999
Date of Birth	8/24/1969
Current Hire Date	10/15/2002
Benefit Date	10/15/2002

Below the table is an "Update Record" button. At the bottom of the page, there is a copyright notice: "© 2000-2001 SunGard Bi-Tech Inc.; EO <7.1.1> 12/6/2002 2:48:33 PM".

This is where you can view what WHOI has recorded as your most current information. You can easily update your home information by clicking on the **[Update Record]** button at the bottom of the screen. Depending on your browser settings, you may need to scroll down to the bottom of the page to see that button.

Personal Information

Home Address

SunGard Bi-Tech Employee Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS

Address http://mistest/EmployeeOnline/Main.asp Go Links

Employee Online **Modify Personal Information** FUDD, ELMER G

Personal Information

- Home Address
- Emergency Info

Tax Status

- Federal
- State

Pay Check

- Check Stub
- Direct Deposit

Benefits

- Insurance
- Dependent Coverages
- Family Members
- Term Life Insurance
- Forms

Position

- Current

Training

- Education

Other

- Employee Directory
- Message Board
- Help
- Logoff

Home Address	31 PUBLIC DRIVE
City	WORCESTER
State	Massachusetts
Zip	01603 - 1111
Private Address	<input type="checkbox"/>
Phone Number	HOME PHONE (508) 799 - 9999 Ext

Submit Reset Cancel

© 2000-2001 SunGard Bi-Tech Inc.; EO <7.1.1> 12/6/2002 2:49:27 PM

Done Local intranet

Click on **[Submit]**, once you've updated your address and/or telephone information to *automatically* update your employee master record in the system.

Personal Information

Emergency Info

The screenshot shows a web browser window titled "SunGard Bi-Tech Employee Online - Microsoft Internet Explorer". The address bar shows "http://mistest/EmployeeOnline/Main.asp". The page content is titled "Emergency Contact Information" and includes a navigation menu on the left with categories like "Open Enrollment", "Personal Information", "Tax Status", "Pay Check", "Benefits", "Position", "Training", and "Other". The main content area displays a table of emergency contacts:

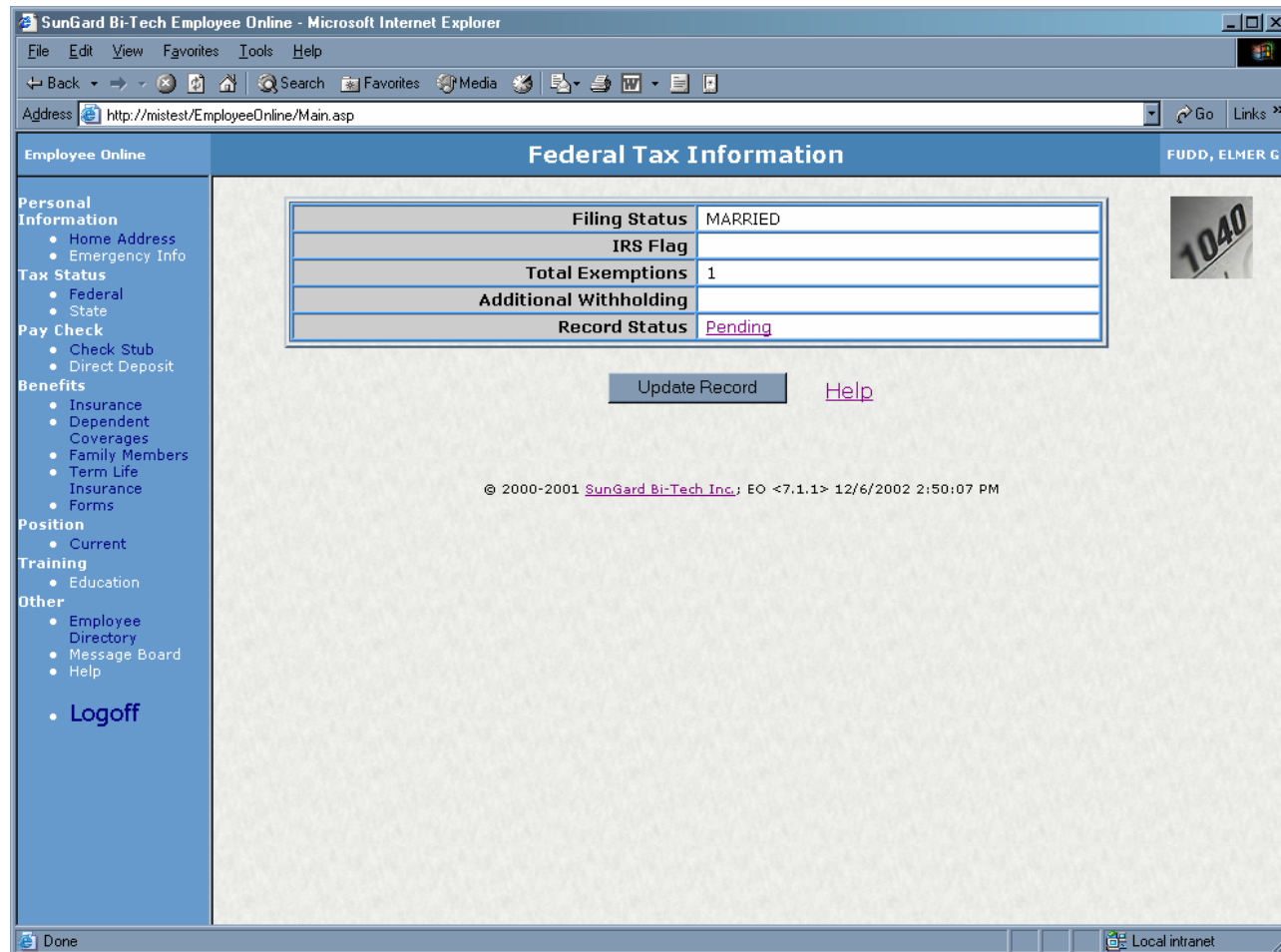
Select	Name	Relationship	Contact Phone 1	Contact Phone 2
<input type="radio"/>	ELLEN FUDD	SPOUSE	(508) 289-1234	(508) 123-4567
<input type="radio"/>	FUDD, FATHER	PARENT	(111) 555-1234	

Below the table are three buttons: "Update Record", "Add Record", and "Delete Record". A copyright notice at the bottom reads "© 2000-2001 SunGard Bi-Tech Inc.; EO <7.1.1> 12/4/2002 4:35:38 PM".

The person indicated as the primary contact is displayed in red and would be the first person WHOI would contact, if needed, in case of an emergency situation. You can change the primary contact by either selecting a name shown and clicking [Update Record] or adding a new record and identify that person as the primary contact. If there is no contact information shown, click on the [Add Record] button.

Tax Status

Federal
State



You cannot add State or Federal Tax Deductions through Employee Online. These deductions should be set up by the payroll department when you first become an employee.

Use the **[Update Record]** button to change your withholding information.

Tax Status

Federal

State

SunGard Bi-Tech Employee Online - Microsoft Internet Explorer

Address: <http://mistest/EmployeeOnline/Main.asp>

Employee Online FUDD, ELMER G

Modify Federal Tax Info

A previous change request is still pending. Submitting this request will result in overwriting the first request. A change requested here must be approved before it can take effect.

Filing Status	MARRIED
IRS Flag	
Total Exemptions	1
Additional Withholding	\$

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or I am entitled to claim exempt status.

By submitting information on this screen, you accept the information in lieu of a signed W4.

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Done Local intranet

When you submit your changes through Employee Online, you are certifying that the information submitted online is in lieu of a signed W4 form.

Pay Check

Check Stub

The screenshot shows a web browser window titled "SunGard Bi-Tech Employee Online - Microsoft Internet Explorer". The address bar shows "http://mistest/EmployeeOnline/Main.asp". The page content is divided into a left sidebar and a main content area. The sidebar contains a navigation menu with categories: Personal Information (Home Address, Emergency Info), Tax Status (Federal, State), Pay Check (Check Stub, Direct Deposit), Benefits (Insurance, Dependent Coverages, Family Members, Term Life Insurance, Forms), Position (Current), Training (Education), and Other (Employee Directory, Message Board, Help, Logoff). The main content area is titled "Pay Check History" and contains a table with two rows of data. Below the table is a "View Record" button. A small image of a check and pen is visible in the top right corner of the main content area.

Select	Check Date	Check Number
<input type="radio"/>	8/2/2002	85979
<input type="radio"/>	7/19/2002	85027

[View Record](#)

You can view your check stub information for past pay periods. Select the pay period you wish to view and click on the **[View Record]** button at the bottom of the screen.

Pay Check

SunGard Bi-Tech Employee Online - Microsoft Internet Explorer
 Address: http://mistest/EmployeeOnline/Main.asp

Employee Online **Payroll Check of 8/2/2002, Check # 85981**

[Go to End of Page](#)

WOODS HOLE OCEANOGRAPHIC INSTITUTION
 WOODS HOLE, MA 02543-1041

STATEMENT OF EARNINGS AND DEDUCTIONS
 CHECK DATE: 08/02/02
 PERIOD ENDING: 07/27/02

NAME: SSN: EMP. #: EXEMPTIONS: S FED: 2 STATE: 1
 ADDITIONAL W/H: FED: 0.00 STATE: 0.00

TAXABLE HOURS AND EARNINGS					PRE-TAX DEDUCTIONS		
DESCRIPTION	CURRENT		Y-T-D		DESCRIPTION	CURRENT	
	HOURS	EARNINGS	HOURS	EARNINGS		AMOUNT	Y-T-D AMOUNT
Vacation Taken	0.00	0.00	66.00	1,237.50	HMO Blue PT	49.94	749.10
Holiday Taken	0.00	0.00	56.00	1,050.00			
Sick Taken	0.00	0.00	14.50	271.87			
Overtime Hours	0.00	0.00	4.50	126.56			
Regular Hours	80.00	1,500.00	1,143.50	21,440.63			
TOTALS	80.00	1,500.00	1,284.50	24,126.56	TOTALS	49.94	749.10

NONTAXABLE HOURS AND PAYMENTS		DEDUCTIONS	
		Social Security	89.90 1,449.35
		Medicare	21.03 339.03
		Federal Tax	165.73 2,699.33
		State Income Tax	62.00 1,000.65
TOTALS		TOTALS	338.66 5,488.36

SPECIAL INFORMATION		CURRENT DIRECT DEPOSIT	
		C 23614516	1,111.40 17,889.10

LEAVE BALANCES	
VACATION HOURS	20.41

Check Stub

This is a mirror image of the information that appears on your actual pay stub.

Pay Check

Direct Deposit

The screenshot shows a web browser window titled "SunGard Bi-Tech Employee Online - Microsoft Internet Explorer". The address bar shows "http://mistest/EmployeeOnline/Main.asp". The page content is titled "Direct Deposit Information" and includes a navigation menu on the left with categories like Personal Information, Tax Status, Pay Check, Benefits, Position, Training, and Other. The main content area displays a table with one record for a direct deposit account.

Select	Bank Name	Account Number	Deduction Amt	Checks In Month	Status
<input type="radio"/>	STATE STREET BANK AND TRUST CO	123456789 (Checking)	\$100	1st, 2nd, 3rd	Active

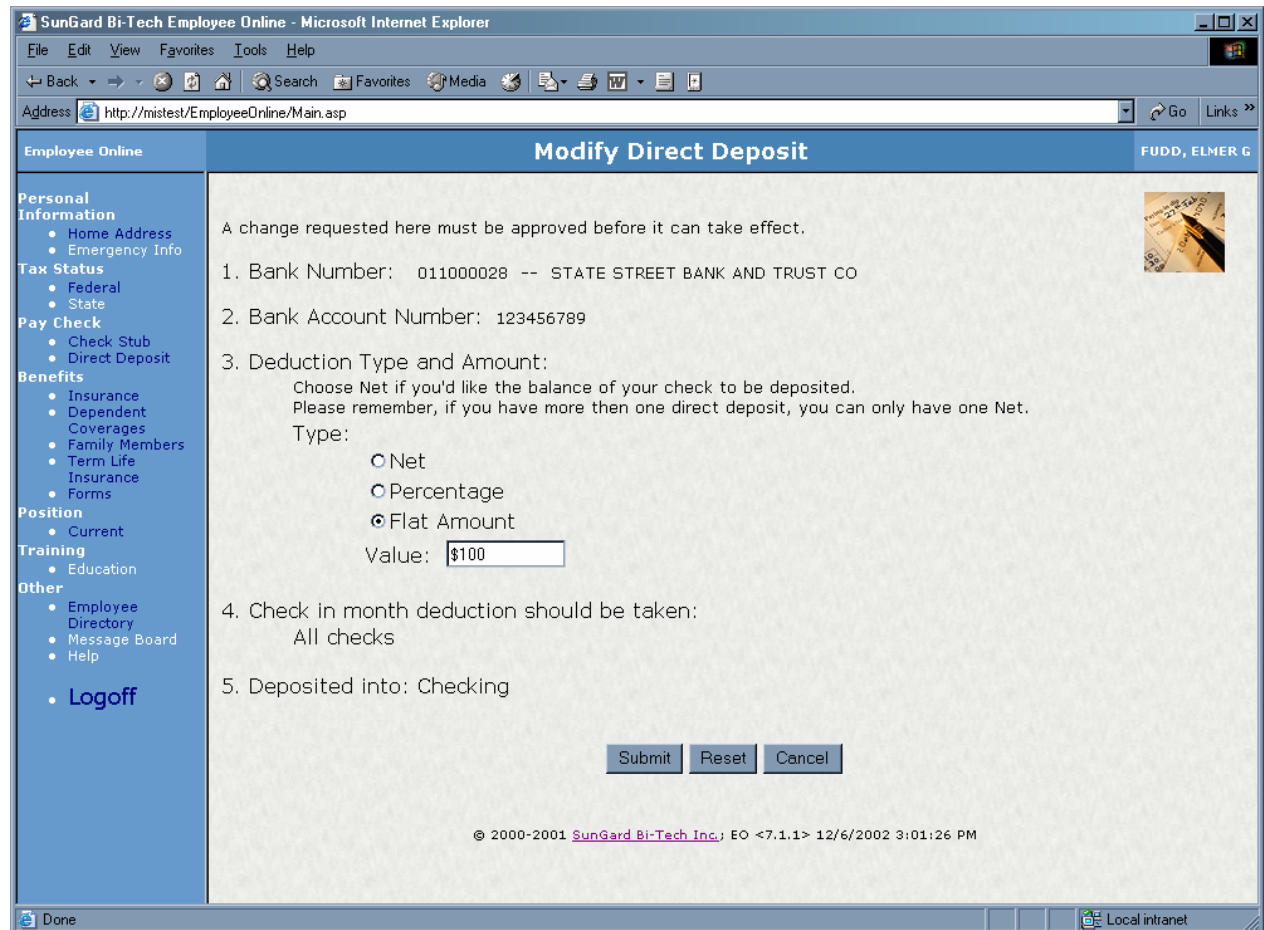
Below the table are buttons for "Update Record", "Add Record", and "Close Record", along with a "Help" link. At the bottom, there is a copyright notice: "© 2000-2001 SunGard Bi-Tech Inc.; EO <7.1.1> 12/6/2002 3:00:56 PM".

This is where you can view what WHOI has recorded as your most current information. You can easily update, add or delete your direct deposit information.

You can click on the links for information on the status of your account, or for help on this screen.

Pay Check

Direct Deposit



Click **[Submit]** at the bottom of the page once you've updated or added your direct deposit information. This information will be held in a pending status waiting approval of the Payroll Office.

You will know when your election has been acted on as the status column on your direct deposit screen will change from a "Pending" status to "Active".

Benefits

Insurance

Employee Online **Benefit Information** FUDD, ELMER G

Select	Coverage Type	Plan Name	Covered Individuals	Coverage Amt	Status
<input type="radio"/>	MEDICAL PLAN				Not Selected
<input type="radio"/>	DENTAL PLAN	DENTAL	Emp + 1 or more	n/a	Pending

[Change Request](#) [View Record](#) [Help](#)

© 2000-2001 [SunGard Bi-Tech Inc.](#); EO <7.1.1> 12/6/2002 3:03:20 PM

The Insurance Benefits page shows you which medical and/or dental benefits you currently have. You may update or change these elections, through this screen, within 31 days of hire or satisfy the definition of a qualifying event. Otherwise you will have to wait for the Institution's open enrollment period toward the end of each year.

To change or view a current plan, select the radio button and click on the [\[Change Request\]](#) button.

Benefits

Insurance

SunGard Bi-Tech Employee Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Employee Online **DENTAL PLAN** FUDD, ELMER G

A change requested here must be approved before it can take effect.

	Current Plan	Pending Request for change in coverage
Plan Name	DENTAL	DENTAL
Plan Type	PRE-TAX	PRE-TAX
Coverage Vendor	DELTA DENTAL	DELTA DENTAL
Description	DELTA DENTAL EMP/FAMLY PRE-TAX	DELTA DENTAL EMP/FAMLY PRE-TAX
Group #	007814	007814
SubGroup #	7401	7401
Employer Cost	\$11.97	\$11.97
Employee Cost	\$24.83	\$24.83
Coverage Category	Employee	<input type="radio"/> Employee
	<input checked="" type="checkbox"/> Emp + 1 or more	<input checked="" type="radio"/> Emp + 1 or more
Covered Dependents		
FUDD, ELLEN (SPOUSE)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FUDD, EDWARD (CHILD)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FUDD, KID (CHILD)		<input checked="" type="checkbox"/>
Change Events		Birth of Child
Reason for Change (if not covered by change events)		
Check here to Delete Request		<input type="checkbox"/>

Submit Reset Back [Help](#)

Local intranet

Once you've updated or added to your medical and/or dental coverage, click [Submit] at the bottom of the page. The record will be held in a pending status waiting HR approval. Once approved, the status column on the Insurance Benefits page will change from "Pending" to "Active".

Check the Close Coverage box *only* when you are ending coverage entirely with the insurance vendor.

Benefits

Dependent Coverage

The screenshot shows a web browser window titled "SunGard Bi-Tech Employee Online - Microsoft Internet Explorer". The address bar shows "http://mistest/EmployeeOnline/Main.asp". The page has a blue header with "Employee Online" on the left, "Dependent Information" in the center, and "CRACKER, GRAHAM" on the right. A left-hand navigation menu includes sections like "Open Enrollment", "Personal Information", "Tax Status", "Pay Check", "Benefits", "Position", "Training", and "Other". The main content area features a table with the following data:

Name	Relation	Active After Next Check
MILK, GOT	SPOUSE	<input checked="" type="checkbox"/>
CRACKER, POLLYGOTA	CHILD	<input type="checkbox"/>

Below the table is a "Reason For Change" dropdown menu. At the bottom of the form area are "Submit" and "Reset" buttons. Below the buttons are links for "Add New Dependent", "See Insurance Plans", and "Help". A copyright notice at the bottom reads "© 2000-2001 SunGard Bi-Tech Inc.; EO <7.1.1> 10/9/2003 2:03:22 PM".

This screen allows you to explicitly list the dependents you want covered under your medical and/or dental benefits. The list of possible dependents is taken from the Family Members screen.

Benefits

Dependent Coverage

The screenshot shows a web browser window titled "SunGard Bi-Tech Employee Online - Microsoft Internet Explorer". The address bar shows "http://mistest/EmployeeOnline/Main.asp". The page title is "Employee Online" and the user is identified as "FUDD, ELMER G".

The main content area is titled "Dependent Information" and contains a table with the following data:

Select	Name	Relationship	Birth Date	SSN	Gender	Other Ins Coverage
<input type="radio"/>	FUDD, ELMER G	EMPLOYEE	8/24/1969	888338833	M	
<input type="radio"/>	FUDD, ELLEN	SPOUSE	8/12/1980		F	No
<input type="radio"/>	FUDD, EDWARD	CHILD	10/24/1992		M	No
<input type="radio"/>	FUDD, KID	CHILD	1/1/2002		M	No

Below the table are three buttons: "Update Record", "Add Record", and "Delete Record".

At the bottom of the page, there is a copyright notice: "© 2000-2001 SunGard Bi-Tech Inc.; EO <7.1.1> 12/6/2002 3:11:22 PM".

The left sidebar contains a navigation menu with the following items:

- Personal Information
 - Home Address
 - Emergency Info
- Tax Status
 - Federal
 - State
- Pay Check
 - Check Stub
 - Direct Deposit
- Benefits
 - Insurance
 - Dependent Coverages
 - Family Members
 - Term Life Insurance
 - Forms
- Position
 - Current
- Training
 - Education
- Other
 - Employee Directory
 - Message Board
 - Help
- Logoff

You can add, delete or update dependent information on this screen by clicking on the appropriate radio buttons and clicking on the **[Submit]** button.

When action is taken on this screen, the status line on the DEPENDENT COVERAGES screen will change from "active" to "pending" until approved by HR. Once approved, the status line will change back to "active"

Benefits

Term Life

The screenshot shows a web browser window titled "SunGard Bi-Tech Employee Online - Microsoft Internet Explorer". The address bar shows "http://mistest/EmployeeOnline/Main.asp". The page content is titled "Term Life Information" and includes a navigation menu on the left with categories like Personal Information, Tax Status, Pay Check, Benefits, Position, Training, and Other. The main content area features a table with the following data:

Name	SSN	Coverage	Coverage Amount	Description
FUDD, ELMER G	888-33-8833	GTL for Basic LifeIn	\$0	Coverage election is 1 times salary.

Below the table, there is a "Help" link and a copyright notice: "© 2000-2001 SunGard Bi-Tech Inc.; EO <7.1.1> 12/6/2002 3:11:51 PM".

The Term Life Insurance screen allows you to view what your current elections are. It shows your coverage amount for each election, with a description of what that amount represents.

Currently this screen is view only which means you will need to contact your HR Representative if you would like to make updates to your life insurance.

Benefits

Forms

The screenshot shows a web browser window titled "SunGard Bi-Tech Employee Online - Microsoft Internet Explorer". The address bar shows "http://mistest/EmployeeOnline/Main.asp". The page has a blue header with "Employee Online" on the left and "Forms" on the right. Below the header is a navigation menu with categories: Personal Information, Tax Status, Pay Check, Benefits, Position, Training, and Other. The main content area is titled "Forms to Download" and contains a table with the following data:

Form Name	Description	
Agreement for Salary Reduction	<p>Few pension plans provide enough income to allow you to maintain your lifestyle after retirement. Be sure to think about your future financial needs and the personal savings needed to meet your goals. The Tax Deferred Annuity is a savings vehicle to help you supplement your retirement income, while giving you tax advantages now on the money you set aside.</p> <p>The Plan allows you to contribute a portion of your earnings (up to 25% or \$10,500) each year on a pretax basis. You may invest your contributions in TIAA/CREF, Fidelity and Vanguard. Your contributions are taxable as ordinary income when you make a withdrawal from your account as cash or begin to receive it as a retirement annuity.</p> <p>All contributions are made through salary reductions according to IRS regulations. You may change your contribution amount at any time during the calendar year. You may also change your investment funds and allocations as often as you like. Contributions may be stopped without penalty at any time. Lump sum contributions other than rollover amounts are not permitted.</p> <p>You have the option of purchasing voluntary accidental death and dismemberment insurance for accidents that</p>	<p>CLICK HERE TO DOWNLOAD</p>

This screen allows you to download required forms for different types of benefit requests. These forms can be viewed or printed from the Adobe Acrobat Reader. If you do not have the Acrobat Reader installed on your computer it can be downloaded for free. Click on the [help] button at the bottom of the screen for a link to download the reader from Adobe's web site.

Position

Current

The screenshot shows a web browser window titled "SunGard Bi-Tech Employee Online - Microsoft Internet Explorer". The address bar shows "http://mistest/EmployeeOnline/Main.asp". The page has a blue header with "Employee Online" on the left and "Current Job/Position Information" in the center, with "FUDD, ELMER G" on the right. A left-hand navigation menu lists categories: Personal Information, Tax Status, Pay Check, Benefits, Position, Training, and Other, each with sub-links. The main content area displays a table of job information.

Position Title	SR ENGINEERING ASSISTANT II
Position #	3000
Department	
Division	
Salary Schedule	MARKET AVERAGES
Salary Grade	NOT APPLICABLE
Salary Step	MN
Pay Status	REGULAR ASSIGNMENT
Record Type	PM
Per Period Pay	\$1923.08
Daily Pay	\$64.10256
Hourly Rate	\$8.01282
Bargaining Unit	NONE
Effective Dates	10/15/2002 - 12/31/2050

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This is where you can view what WHOI has recorded as your most current job information.

Training

Education

The screenshot shows a web browser window titled "SunGard Bi-Tech Employee Online - Microsoft Internet Explorer". The address bar shows "http://mistest/EmployeeOnline/Main.asp". The page has a blue header with "Employee Online" on the left and "Education Information" in the center, with "FUDD, ELMER G" on the right. A left-hand navigation menu contains links for Personal Information, Tax Status, Pay Check, Benefits, Position, Training, and Other. The main content area displays a table of education records. Below the table is a copyright notice: "© 2000-2001 SunGard Bi-Tech Inc.; EO <7.1.1> 12/6/2002 3:18:29 PM".

Institutional Description	Graduation	Degree	Major
MIT	5/30/1983	MASTERS_SCIENCE	GEOLOGY
MIT	5/30/1970	DOCTORAL	PHYSICAL OCEANOGRAPHY

You can use this directory to review your educational background which is currently documented in the system.

Other

Employee Directory

The screenshot shows a web browser window titled "SunGard Bi-Tech Employee Online - Microsoft Internet Explorer". The address bar shows "http://mistest/EmployeeOnline/Main.asp". The page title is "Employee Directory Listing" and the user is identified as "FUDD, ELMER G".

On the left side, there is a navigation menu with the following categories and links:

- Personal Information
 - Home Address
 - Emergency Info
- Tax Status
 - Federal
 - State
- Pay Check
 - Check Stub
 - Direct Deposit
- Benefits
 - Insurance
 - Dependent Coverages
 - Family Members
 - Term Life Insurance
 - Forms
- Position
 - Current
- Training
 - Education
- Other
 - Employee Directory
 - Message Board
 - Help
 - Logoff

The main content area displays a search form with the following table structure:

First Name	Last Name	Department	Phone	Email
<input type="text" value="BUGS"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>				
BUGS	BUNNY	HUMAN RESOURCES	(508) 289-3333	bbunny@whoi.edu

Below the search results, it says "End of Search List". At the bottom of the page, there is a copyright notice: "© 2000-2001 SunGard Bi-Tech Inc.; EO <7.1.1> 12/6/2002 3:13:19 PM".

You can use this directory to search for a particular employee, or for all employees within a department.

Enter a name or department in the appropriate field and click on **[Search]**.

Other

Employee Directory

Employee Online

Employee Directory Listing

Personal Information

- Home Address
- Emergency Info

Tax Status

- Federal
- State

Pay Check

- Check Stub
- Direct Deposit

Benefits

- Insurance
- Dependent Coverages
- Family Members
- Term Life Insurance
- Forms

Position

- Current

Training

- Education

Other

- Employee Directory
- Message Board
- Help

Logoff

First Name	Last Name	Department	Phone	Email
		HUMAN RESOURCES		
<input type="button" value="Search"/> <input type="button" value="Clear"/>				
MARION	ANDREWS	HUMAN RESOURCES	(508) 289-2203	bandrews@whoi.edu
LAUREL	BALL	HUMAN RESOURCES	(508) 289-3272	
NANCY	BARRY	HUMAN RESOURCES	289-3471	nbarry@whoi.edu
EMILY	BEATON	HUMAN RESOURCES	(508) 289-2210	ebeaton@whoi.edu
ANN MARIE	BOOTH	HUMAN RESOURCES	(508) 289-3753	abooth@whoi.edu
BUGS	BUNNY	HUMAN RESOURCES	(508) 289-3333	bbunny@whoi.edu
IRENE	BURNS	HUMAN RESOURCES		iburnes@whoi.edu
TINA	CALISTO-BETTI	HUMAN RESOURCES	(508) 289-2705	tbetti@whoi.edu
HILARY	DAVIS	HUMAN RESOURCES	(508) 289-3716	hdavis@whoi.edu
ELMER	FUDD	HUMAN RESOURCES		

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If the list is too long to be displayed in the current window, a [Next] button will be available. Click [Next] to continue viewing the results of the criteria selection.

Click on the [Reset] button to clear the search.



Employee Online

Update your Employee Information

...At Your Convenience

Thank You!

And please don't hesitate to contact us in HRIS if you have any questions about using Employee Online. We can be reached at ext. 2210,3716 or 3471 or at hris@whoi.edu



WHOI HRIS Office
Human Resources Information Systems