

Employee Hub Manual



Table of Contents

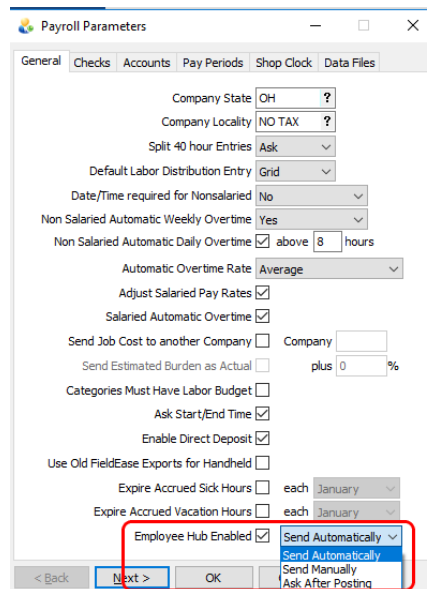
Part I	Employee Hub	3
1	Employee Hub ..ComputerEase	3
	Enabling the Employee Hub	3
	Employee Hub User Maintenance	4
	Uploading new Documents to Employee Hub	6
2	Employee Hub.Website.....	8
	Registering an Account	8
	Logging into the Employee Hub Website	10
	Accessing Document on the Employee Hub	11

1 Employee Hub

1.1 Employee Hub - ComputerEase

1.1.1 Enabling the Employee Hub

From the system menu, open **Systems Parameters > Payroll Parameters**.



The screenshot shows the 'Payroll Parameters' dialog box with the 'General' tab selected. The 'Employee Hub Enabled' checkbox is checked and highlighted with a red box. The 'Send Automatically' dropdown menu is also highlighted with a red box, showing options: 'Send Automatically', 'Send Manually', and 'Ask After Posting'.

Employee Hub Enabled - Check this box to enable the Employee Hub. Once enabled, you'll need to choose how pay stubs will be sent to the Employee Hub website.

Send Automatically - Pay stubs will automatically be pushed to the website after checks are printed/posted.

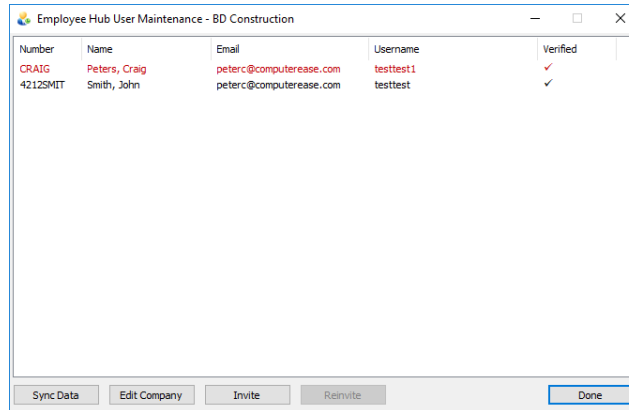
Send Manually - Pay stubs will need to be pushed to the website using the Payroll System > Upload new Documents to Employee Hub option.

Ask After Posting - After printing/posting checks, you will be prompted to upload the pay stubs.

Click **Ok** to save your changes or Cancel to exit without saving.

1.1.2 Employee Hub User Maintenance

From the system menu, open **Payroll System > Maintenance Programs > Employee Hub User Maintenance**. The Employee Hub User Maintenance screen will show all employees who have been invited.



Number - The employee number (code) is displayed here (from employee maintenance).

Name - The employee last name, first name is displayed here (from employee maintenance).

Email - The employee email address is displayed here (from employee maintenance).

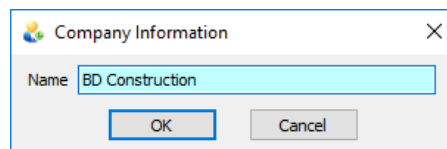
Username - If the invited employee has gone through the verification process, the Username they created will display here.

Verified - If the invited employee has gone through the verification process a check mark will display here.

Note: If the employee's email is changed prior to being invited or verified, the email change will appear on the User Maintenance screen. Once the email has been verified, it can no longer be changed on this screen.

Sync Data - If a change has been made in Employee Maintenance to the First Name, Last Name, Date of Birth or S.S.N. the invited user will turn red indicating that the data needs to be synced with the website. Click Sync Data to sync the modified data with the website.

Edit Company - The company name displayed on the Employee Hub website will default to the company name entered in Configure > Company Name. If you would like to modify the company name displayed on the website, you can change it with this option.



Invite - The invite button allows you to invite employees who have not yet been invited to the Employee Hub website. Employees who have met all the requisite requirements to be invited (Email, Date of Birth and S.S.N.) will have a check box enabled next to their name.

The screenshot shows a window titled "Invite Users" with a table of employees. Each row has a checkbox in the first column. The table columns are Employee, First, Last, Status, Email, D.O., and S.S.N. The "Send Invites" button is highlighted in blue.

<input checked="" type="checkbox"/>	Employee	First	Last	Status	Email	D.O.	S.S.N.
<input checked="" type="checkbox"/>	BILL	Bill	Walton	Active	✓	✓	✓
<input checked="" type="checkbox"/>	BRAD	Brad	Tucker	Active	✓	✓	✓
<input checked="" type="checkbox"/>	DEPOSIT	John	Deposit	Active			✓
<input checked="" type="checkbox"/>	FURIN	Paul	Furnier	Active		✓	✓
<input checked="" type="checkbox"/>	HENWAS	Henry	Washburn	Active		✓	✓
<input checked="" type="checkbox"/>	JOE	Joe	Smith	Active		✓	✓
<input checked="" type="checkbox"/>	JOHNSON	John	Johnson	Active		✓	✓
<input checked="" type="checkbox"/>	KEN	Ken	Doll	Active		✓	✓
<input checked="" type="checkbox"/>	LARROB	Darrel	Crandall	Active		✓	✓
<input checked="" type="checkbox"/>	MARGRA	Marty	Grady	Active		✓	✓
<input checked="" type="checkbox"/>	PENAF	Fabio	Pena	Active		✓	✓
<input checked="" type="checkbox"/>	PETER	Peter	May	Active		✓	✓
<input checked="" type="checkbox"/>	RAND	Scott	Randall	Active	✓	✓	✓
<input checked="" type="checkbox"/>	RIDD	Bill	Riddle	Active	✓	✓	✓
<input checked="" type="checkbox"/>	RON	Ron	Hammer	Active		✓	✓
<input checked="" type="checkbox"/>	STAN	Stan	Middleton	Active	✓	✓	✓
<input checked="" type="checkbox"/>	WALKER	Bill	Walker	Active		✓	✓

Employee - The employee code is displayed here.

First - The employee first name is displayed here.

Last - The employee last name is displayed here.

Status - The employees current status (Active or Inactive) in employee maintenance is displayed here.

Email - If a valid email address is entered in employee maintenance, a check mark will display here.

D.O.B. - If a Date of Birth is entered in employee maintenance, a check mark will display here.

S.S.N. - If a valid social security number is entered in employee maintenance, a check mark will display here.

Note: The employee needs to enter their D.O.B. and last 4 of their S.S.N. when creating their account, so please make sure these are accurate.

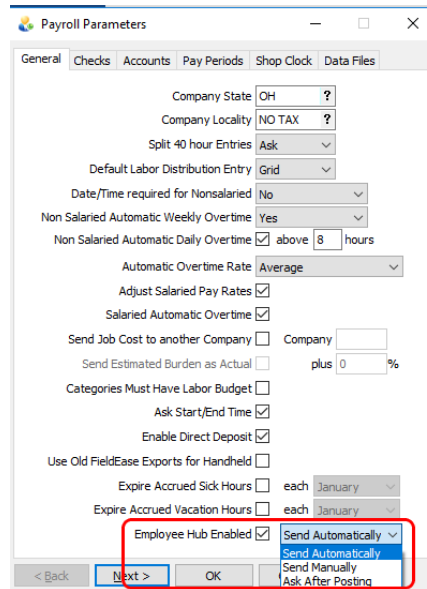
Edit - To access Employee Maintenance from the Invite screen, highlight the employee you wish to edit and click Edit. You can also double click the employee to bring up Employee Maintenance.

Send Invites - To send invites, check off the employee(s) you want to invite then click Send Invites.

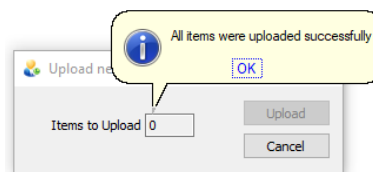
1.1.3 Uploading new Documents to Employee Hub

Pay Stubs

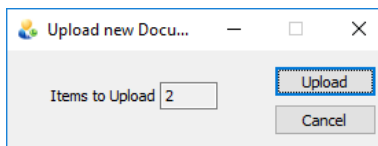
How pay stubs are uploaded will depend on which method was selected during the Enable Employee Hub process in Payroll Parameters.



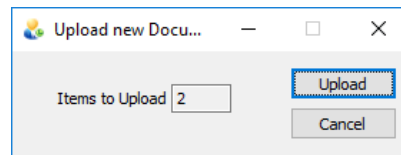
- If Send Automatically was selected, after posting payroll you will receive a message that the automatic upload was successful.



- If Send Manually was selected, after posting payroll, you will need to select **Payroll System > Upload new Documents to Employee Hub** from the system menu. Click **Upload** to send all available items to the Employee Hub.

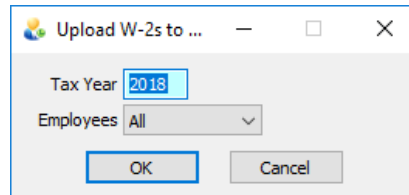


- If Ask After Posting was selected, after posting payroll, the Upload New Documents to Employee Hub dialogue box will appear. Click **Upload** to send all available items to the Employee Hub.



W-2's

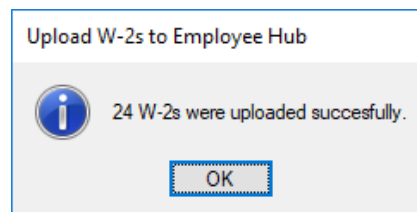
To upload W-2's, select **Payroll System > Reports > Tax Reporting > Work on W-2's > Upload W-2s to Employee Hub**.



Tax Year - Enter 2018 or greater.

Employees - Select **All** or **Selected**.

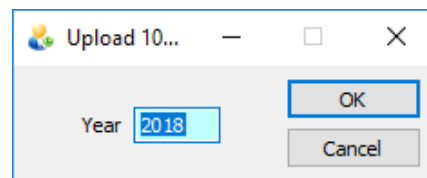
Click **Ok** to continue or Cancel to exit. If Selected was chosen, you will be prompted to select the employee or range of employees you wish to upload.



Once the upload is complete you will receive a message that the upload was successful.

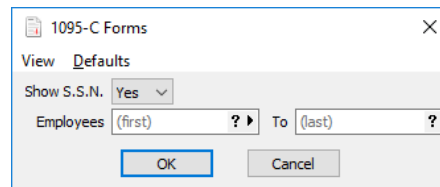
1095-C's

To upload 1095-C's, select **Payroll System > Reports > Tax Reporting > ACA Reports > Upload 1095-C Forms to Employee Hub**.



Year - Enter 2018 or greater.

Click **OK** to continue or **Cancel** to exit.



Show S.S.N. - Select **Yes** to show the S.S.N. on the 1095-C or **No** to hide it.

Employees - Select (first) to (last) for all employees or select an employee or range of employees.

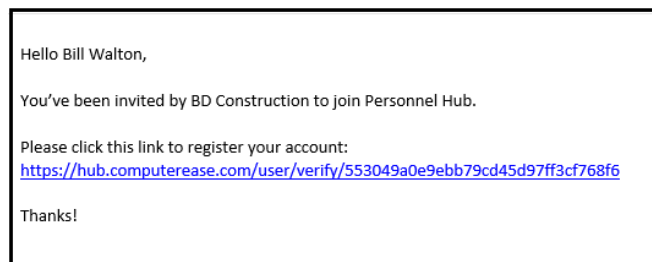
Click **OK** to upload or Cancel to exit.

1.2 Employee Hub Website

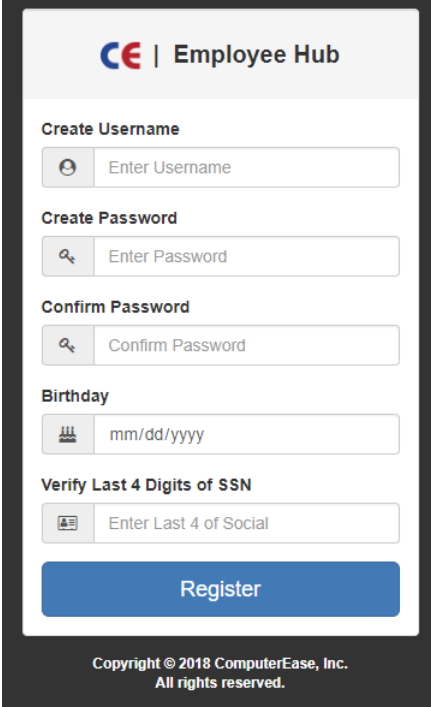
This section of the manual covers the Employee Hub user verification process and how to login and use the Employee Hub website.

1.2.1 Registering an Account

- Once a an email invite is sent to the employee, the employee will receive an email asking them to register their account.



- The employee will click the registration link. They will be taken to a screen where they will create a username and password and enter their birthday and last 4 of S.S.N. for verification purposes.



The image shows a registration form for the Employee Hub. At the top, there is a logo with the letters 'CE' in blue and red, followed by the text 'Employee Hub'. The form consists of several sections, each with a title and a text input field. The sections are: 'Create Username' with a user icon, 'Create Password' with a key icon, 'Confirm Password' with a key icon, 'Birthday' with a calendar icon, and 'Verify Last 4 Digits of SSN' with an ID card icon. Each input field has a placeholder text. Below the input fields is a large blue button labeled 'Register'. At the bottom of the form, there is a copyright notice: 'Copyright © 2018 ComputerEase, Inc. All rights reserved.'

CE | Employee Hub

Create Username
Enter Username

Create Password
Enter Password

Confirm Password
Confirm Password

Birthday
mm/dd/yyyy

Verify Last 4 Digits of SSN
Enter Last 4 of Social

Register

Copyright © 2018 ComputerEase, Inc.
All rights reserved.

Create Username - The username is used to login to the Employee Hub. It must be at least 6 characters

(alpha/numeric/special characters can all be used).

Create Password - The password is used to login to the Employee Hub. It must be at least 8 characters

(alpha/numeric/special characters can all be used).

Confirm Password - Confirm the password entered in the Create Password field.

Birthday - Enter the employee Birthday in mm//dd/yyyy format.

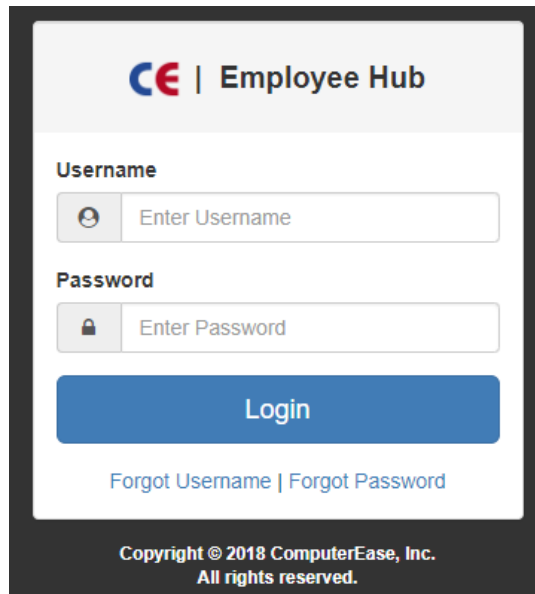
Verify Last 4 Digits of SSN - Enter the last 4 digits of the employee social security number.

Click **Register** to complete the registration process. The employee will be redirected to the Employee Hub website.

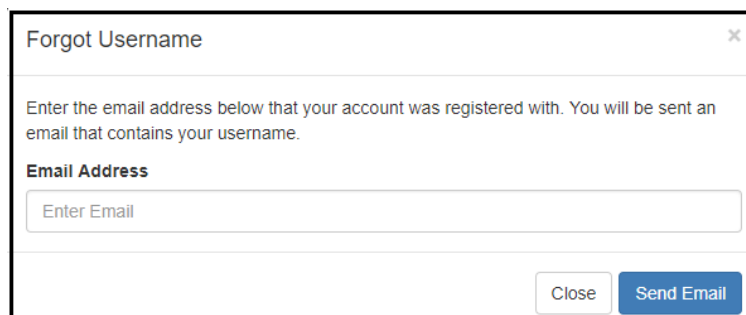
1.2.2 Logging into the Employee Hub Website

The Employee Hub website can be accessed at <https://hub.computerease.com/>.

- Enter Username and Password. Click **Login**.

The image shows a login form for the Employee Hub. At the top, there is a logo with a stylized 'CE' in blue and red, followed by the text 'Employee Hub'. Below the logo, there are two input fields: 'Username' and 'Password'. Each field has a small icon (a person for username, a lock for password) and a placeholder text 'Enter Username' and 'Enter Password' respectively. Below these fields is a large blue button labeled 'Login'. Under the 'Login' button, there are two links: 'Forgot Username' and 'Forgot Password'. At the bottom of the form, there is a copyright notice: 'Copyright © 2018 ComputerEase, Inc. All rights reserved.'

Forgot Username - Click this link if the username is forgotten. Enter the email the account was registered with then click **Send Email**.

The image shows a dialog box titled 'Forgot Username'. It contains a message: 'Enter the email address below that your account was registered with. You will be sent an email that contains your username.' Below the message is an input field labeled 'Email Address' with a placeholder text 'Enter Email'. At the bottom right of the dialog box, there are two buttons: 'Close' and 'Send Email'.

Forgot Password - Click this link the password is forgotten. Enter the email the account was registered with then click **Send Email**.

Forgot Password

Enter the username of your account below. Instructions to reset your password will be sent to the email address the account was registered with.

Username

Enter username

Close

Send Email

1.2.3 Accessing Document on the Employee Hub

Three document types can be accessed from the Employee Hub; Paystubs, W-2's and 1095-C's. To select the document type you wish to access, select the document type on the menu to the left.

CE | BD Construction

Paystubs

W-2

1095-C

My Account

Logout

ComputerEase
Construction Software

Paystubs

Title	Date Issued	
Check 6841	9-4-2018	<div>Download</div>
Check 6842	9-4-2018	<div>Download</div>
Check 6843	7-10-2018	<div>Download</div>
Check 6844	7-17-2018	<div>Download</div>
Check 6845	7-24-2018	<div>Download</div>

Previous

Page 1 of 3

5 rows

Next

To open a document click the **Download** button to the right of the document. Click on the icon that appears to open the PDF version of the document you selected to download.

CE | BD Construction

Paystubs

W-2

1095-C

My Account

Logout

ComputerEase
Construction Software

Paystubs

Title	Date Issued	
Check 6841	9-4-2018	Download
Check 6842	9-4-2018	Download
Check 6843	7-10-2018	Download
Check 6844	7-17-2018	Download
Check 6845	7-24-2018	Download

Previous Page 1 of 3 5 rows Next

Check 6841 (1).pdf

Note: The image above was taken in Google Chrome. Depending on the browser you are using, the document icon may appear differently.

My Account - The My Account option provides the ability to view and edit specific account information.

CE | BD Construction

Paystubs

W-2

1095-C

My Account

Logout

ComputerEase
Construction Software

My Account

Name
Peter C

Username
peterc2

Email Address
fieldeasedev@gmail.com
[Change Email Address](#)

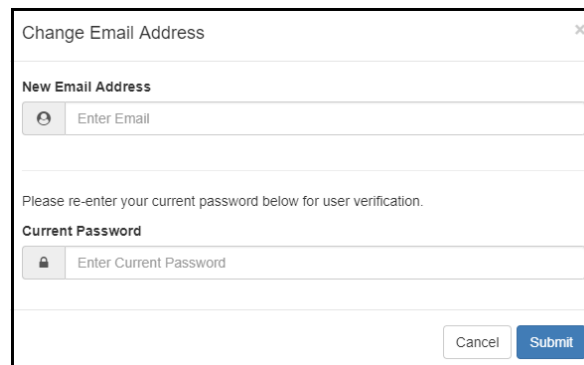
Password
[Change Password](#)

Name - Displays employee first and last name.

Username - Displays employee Username for the Employee Hub.

change the
address, your
receive a link

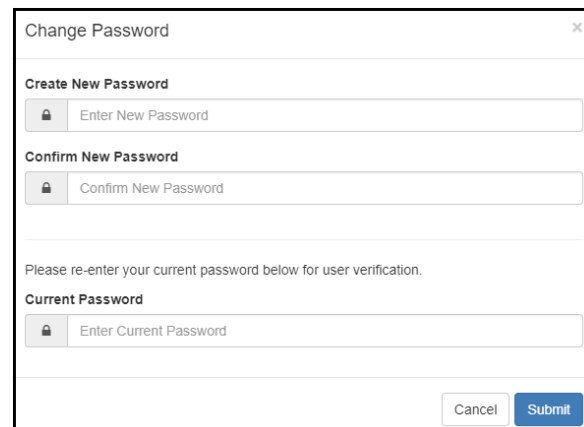
Email Address - Displays the email address that was used to register the account. To email address, select Change Email Address. Enter the new email current password and select Submit to make the change. You will at the new email to verify the change.



A screenshot of a web form titled "Change Email Address" with a close button (X) in the top right corner. The form contains three main sections: "New Email Address" with a text input field labeled "Enter Email"; a verification instruction "Please re-enter your current password below for user verification."; and "Current Password" with a text input field labeled "Enter Current Password". At the bottom right, there are two buttons: "Cancel" and "Submit".

Change
password, then

Password - Displays the password for the account. To change the password, select Password. Enter/Confirm the new password, enter the current select Submit to make the change.



A screenshot of a web form titled "Change Password" with a close button (X) in the top right corner. The form contains four main sections: "Create New Password" with a text input field labeled "Enter New Password"; "Confirm New Password" with a text input field labeled "Confirm New Password"; a verification instruction "Please re-enter your current password below for user verification."; and "Current Password" with a text input field labeled "Enter Current Password". At the bottom right, there are two buttons: "Cancel" and "Submit".

