Employee Hub Manual

ComputerEase

Software for Contractors

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1.1   Employee Hub - ComputerEase

1.1.1   Enabling the Employee Hub

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

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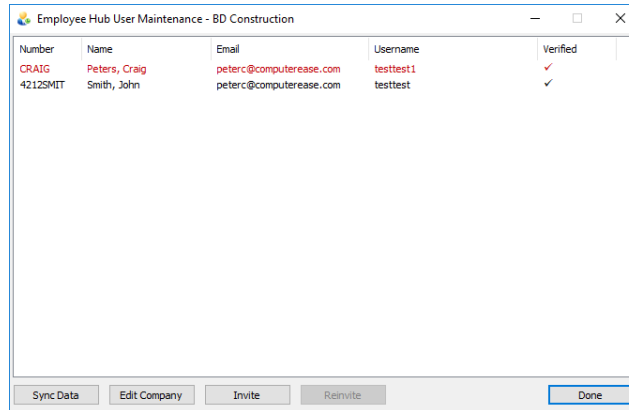
Number - The employee number (code) is displayed here (from employee maintenance).

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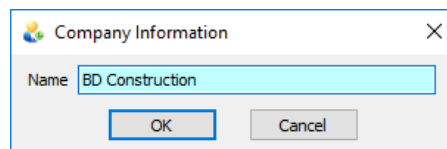
Invite - The invite button allows you to invite employees who have not yet been invited to the Employee Hub website. Employees who have met all the requisite requirements to be invited (Email, Date of Birth and S.S.N.) will have a check box enabled next to their name.

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.
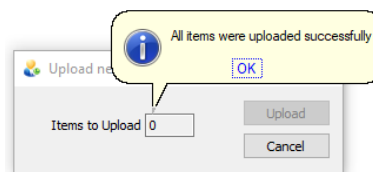
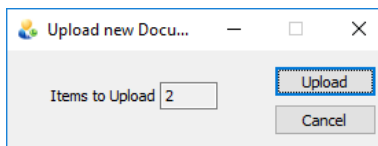### 1.1.3   Uploading new Documents to Employee Hub
Pay Stubs

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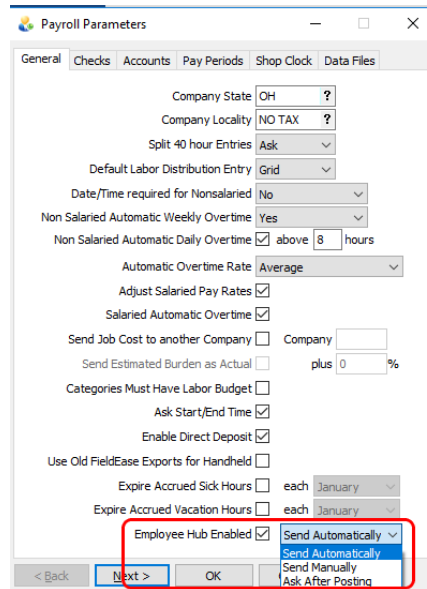

- If Send Automatically was selected, after posting payroll you will receive a message that the automatic upload was successful.

- 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.
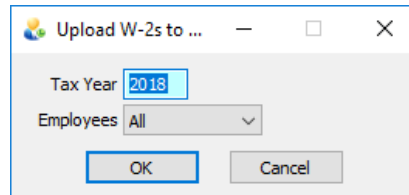

- If Ask After Posting was selected, after posting payroll, the Upload New Documents to Employee Hub dialogue box will appear. Click **Upload** to send all available items to the Employee Hub.
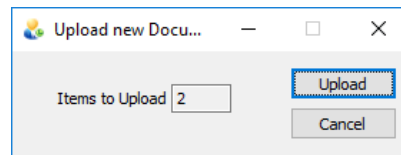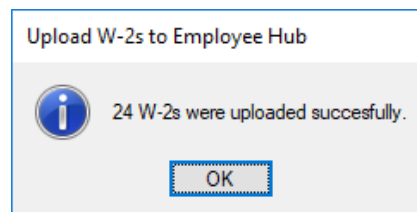
W-2's

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.

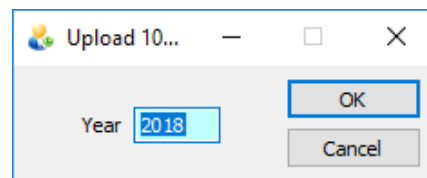Employees - Select **All** or **Selected**.

Click **Ok** to continue or Cancel to exit. If Selected was choosen, 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.
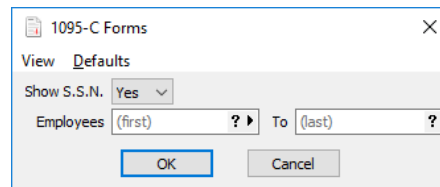
1095-C's

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.

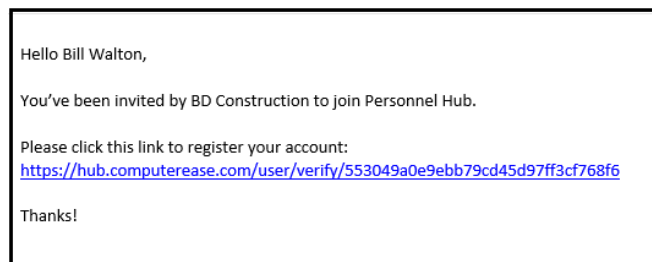Employees - Select (first) to (last) for all employees or select an employee or range of employees.

Click **OK** to upload or Cancel to exit.
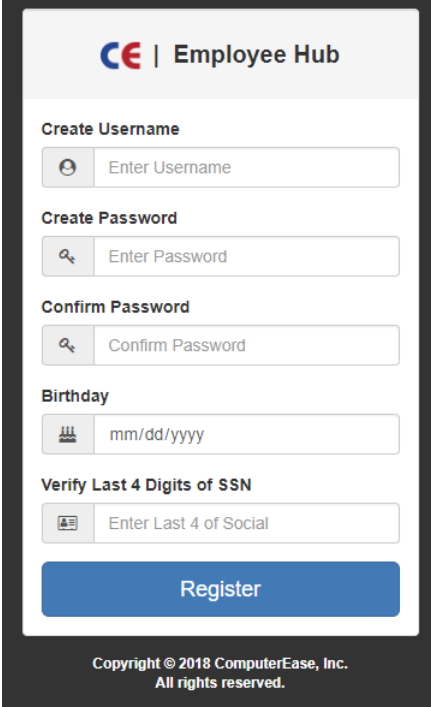
1.2   Employee Hub Website

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.

Hello Bill Walton,

You've been invited by BD Construction to join Personnel Hub.

Please click this link to register your account:
https://hub.computerease.com/user/verify/553049a0e9ebb79cd45d97ff3cf768f6

Thanks!

- 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.

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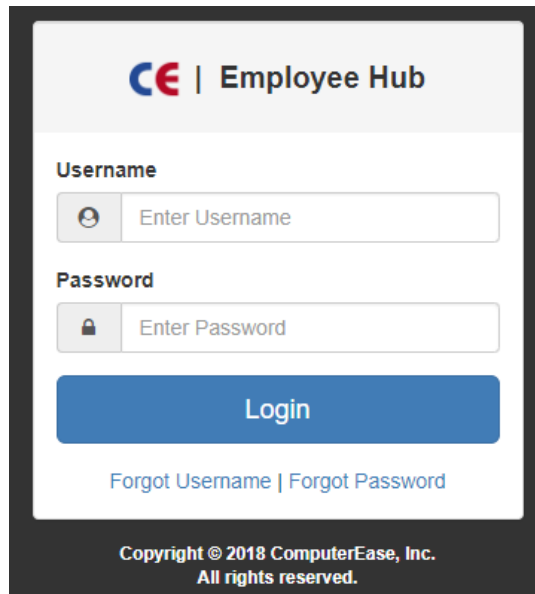
Birthday - Enter the employee Birthday in mm//dd/yyyy format.

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.
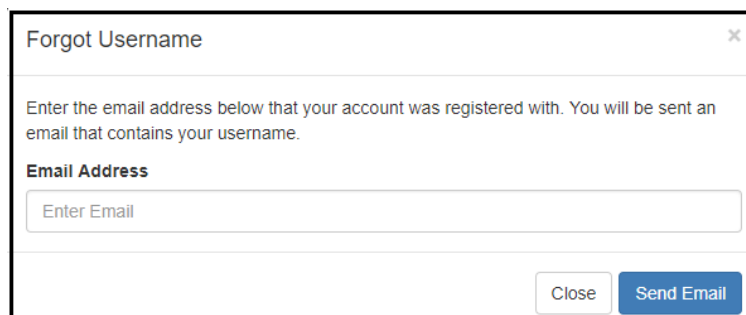
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1.2.2   Logging into the Employee Hub Website

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

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

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

click **Send Email**.

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

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.

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.

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.
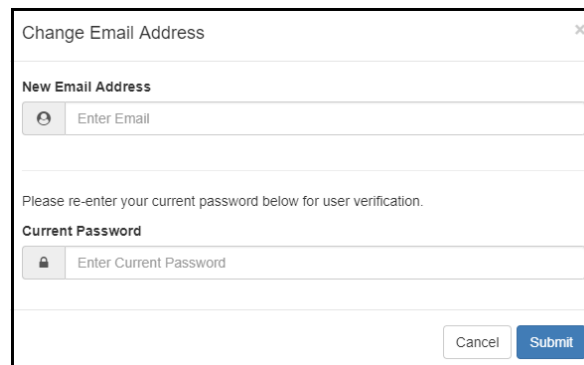
Name - Displays employee first and last name.

Username - Displays employee Username for the Employee Hub.

Email Address - Displays the email address that was used to register the account. To change the

address, your

receive a link

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.

Change Email Address   ×

New Email Address

Enter Email

Please re-enter your current password below for user verification.
Current Password

Enter Current Password

Cancel   Submit

Password - Displays the password for the account. To change the password, select

Change

password, then

Password. Enter/Confirm the new password, enter the current

select Submit to make the change.

Change Password   ×

Create New Password

Enter New Password

Confirm New Password

Confirm New Password

Please re-enter your current password below for user verification.
Current Password

Enter Current Password

Cancel   Submit