

# Employee Hub Manual

**ComputerEase**  
*Software for Contractors*

# Table of Contents

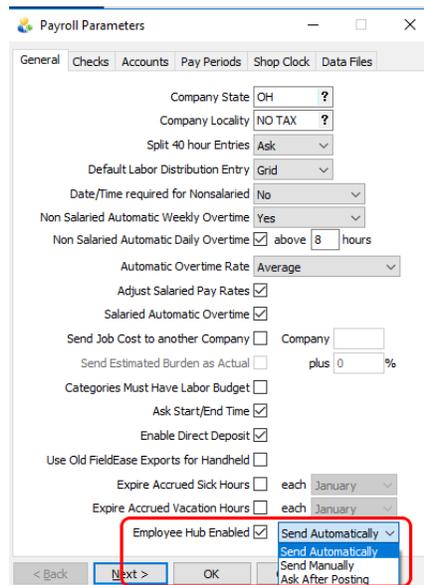
<b>Part I</b>	<b>Employee Hub</b>	<b>3</b>
1	Employee Hub..ComputerEase.....	3
	Enabling the Employee Hub .....	3
	Employee Hub User Maintenance .....	4
	Uploading new Documents to Employee Hub .....	6
2	Employee Hub.Website.....	8
	Registering an Account .....	8
	Logging into the Employee Hub Website .....	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 following settings:

- Company State: OH
- Company Locality: NO TAX
- Split 40 hour Entries: Ask
- Default Labor Distribution Entry: Grid
- Date/Time required for Nonsalaried: No
- Non Salaried Automatic Weekly Overtime: Yes
- Non Salaried Automatic Daily Overtime: checked, above 8 hours
- Automatic Overtime Rate: Average
- Adjust Salaried Pay Rates: checked
- Salaried Automatic Overtime: checked
- Send Job Cost to another Company: unchecked, Company: [ ]
- Send Estimated Burden as Actual: unchecked, plus 0 %
- Categories Must Have Labor Budget: unchecked
- Ask Start/End Time: checked
- Enable Direct Deposit: checked
- Use Old FieldEase Exports for Handheld: unchecked
- Expire Accrued Sick Hours: unchecked, each January
- Expire Accrued Vacation Hours: unchecked, each January
- Employee Hub Enabled: checked
- Send Automatically: selected in dropdown menu

Buttons at the bottom: < Back, Next > (highlighted), OK, Send Manually, 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.

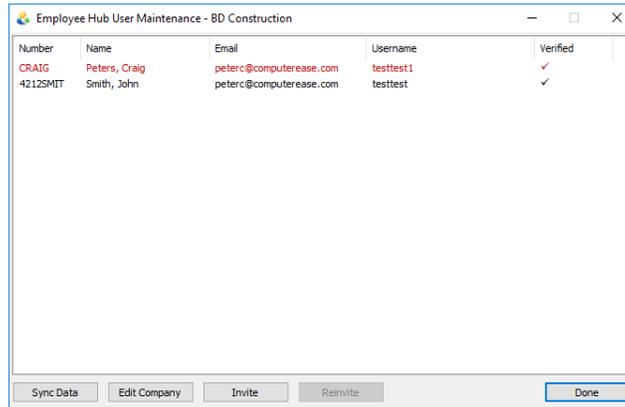
Send Manually - Pay stubs will need to be pushed to the website using the Payroll System > Upload new Documents to Employee Hub option.

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).

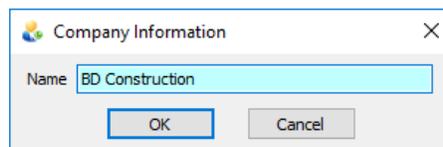
**Username** - If the invited employee has gone through the verification process, the Username they created will display here.

**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.

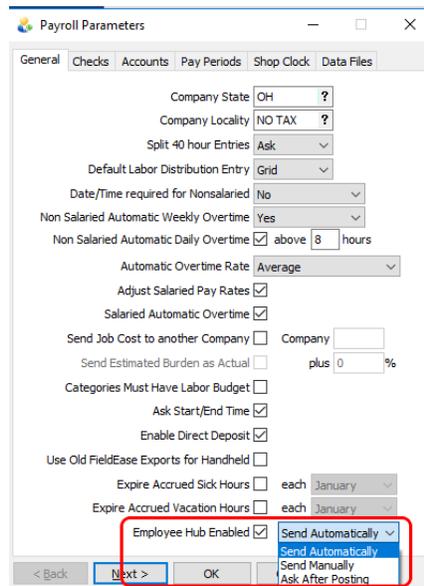




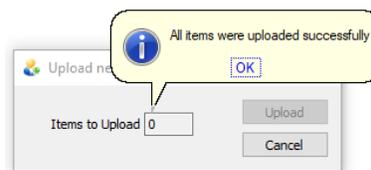
### 1.1.3 Uploading new Documents to Employee Hub

#### Pay Stubs

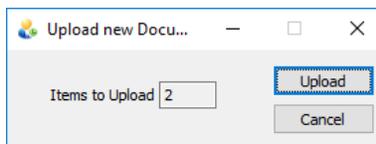
How pay stubs are uploaded will depend on which method was selected during the Enable Employee Hub process in Payroll Parameters.



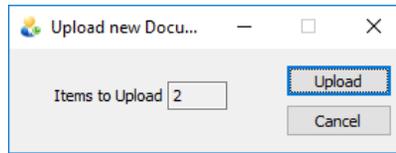
- If Send Automatically was selected, after posting payroll you will receive a message that the automatic upload was successful.



- 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.

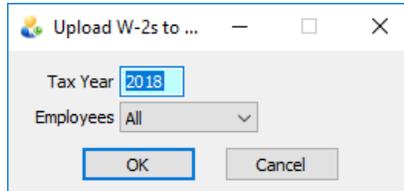


- If Ask After Posting was selected, after posting payroll, the Upload New Documents to Employee Hub dialogue box will appear. Click **Upload** to send all available items to the Employee Hub.



### W-2's

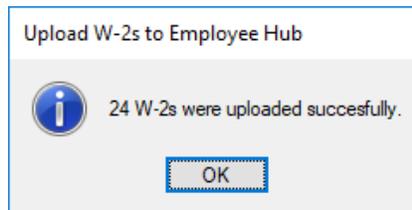
To upload W-2's, select **Payroll System > Reports > Tax Reporting > Work on W-2's > Upload W-2s to Employee Hub.**



Tax Year - Enter 2018 or greater.

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

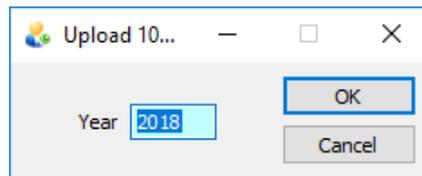
Click **Ok** to continue or Cancel to exit. If Selected was chosen, you will be prompted to select the employee or range of employees you wish to upload.



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

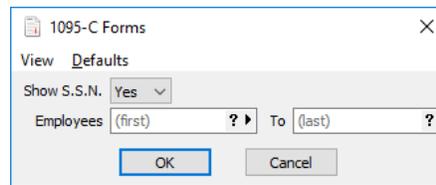
### 1095-C's

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.

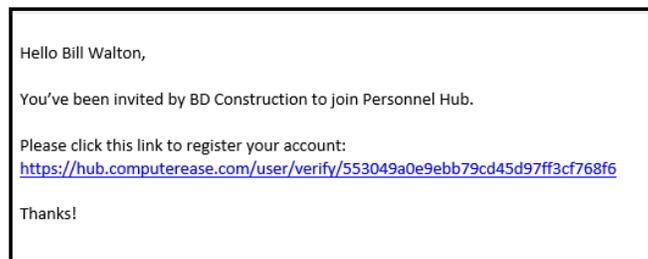
Click **OK** to upload or Cancel to exit.

## 1.2 Employee Hub Website

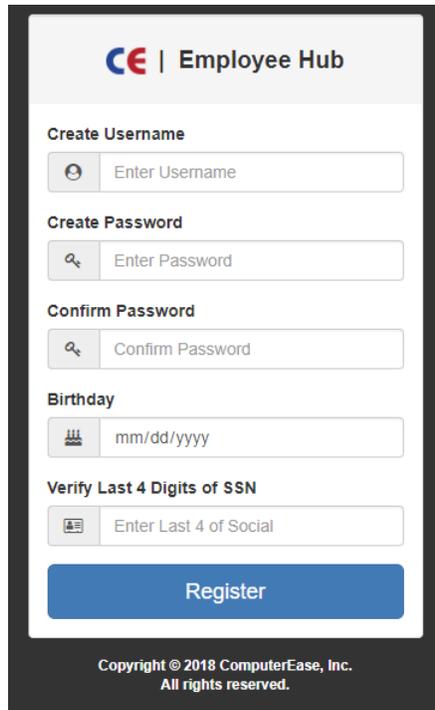
This section of the manual covers the Employee Hub user verification process and how to login and use the Employee Hub website.

### 1.2.1 Registering an Account

- Once 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 screenshot shows a registration form for the Employee Hub. At the top, there is a logo with 'CE' in blue and red, followed by 'Employee Hub'. The form consists of several sections, each with a title and a text input field:

- Create Username**: A text input field with a user icon on the left and the placeholder text 'Enter Username'.
- Create Password**: A text input field with a magnifying glass icon on the left and the placeholder text 'Enter Password'.
- Confirm Password**: A text input field with a magnifying glass icon on the left and the placeholder text 'Confirm Password'.
- Birthday**: A text input field with a calendar icon on the left and the placeholder text 'mm/dd/yyyy'.
- Verify Last 4 Digits of SSN**: A text input field with a magnifying glass icon on the left and the placeholder text 'Enter Last 4 of Social'.

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.'

**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.

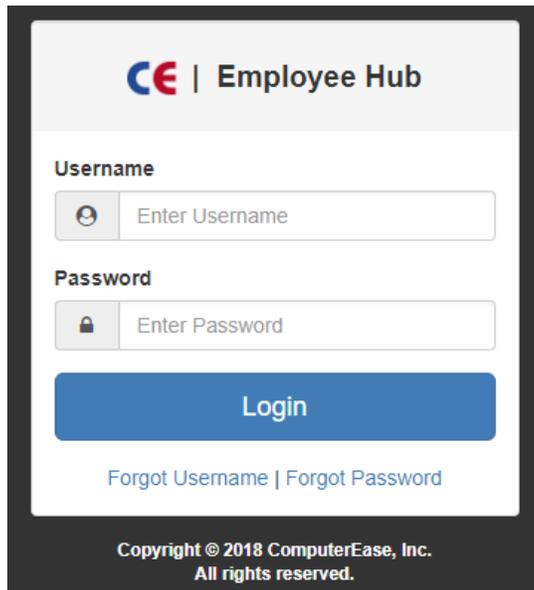
**Verify Last 4 Digits of SSN** - Enter the last 4 digits of the employee social security number.

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

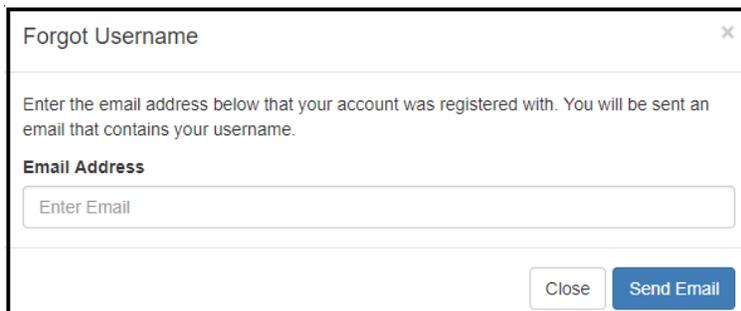
The Employee Hub website can be accessed at <https://hub.computerease.com/>.

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



The screenshot shows the Employee Hub login interface. At the top, there is a logo with 'CE' in a blue circle and 'Employee Hub' text. Below the logo, there are two input fields: 'Username' with a person icon and 'Password' with a lock icon. A blue 'Login' button is positioned below the password field. Underneath the button, there are links for 'Forgot Username' and 'Forgot Password'. At the bottom of the page, 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 screenshot shows a dialog box titled 'Forgot Username'. It contains the following text: 'Enter the email address below that your account was registered with. You will be sent an email that contains your username.' Below this text is an input field labeled 'Email Address' with the 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**

[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.

The screenshot shows the Employee Hub interface. On the left, a dark sidebar contains a menu with options: Paystubs, W-2, 1095-C, My Account, and Logout. The 'Paystubs' option is highlighted with a red box and a red arrow points to it. The main content area is titled 'Paystubs' and displays a table with the following data:

Title	Date Issued	
Check 6841	9-4-2018	<a href="#">Download</a>
Check 6842	9-4-2018	<a href="#">Download</a>
Check 6843	7-10-2018	<a href="#">Download</a>
Check 6844	7-17-2018	<a href="#">Download</a>
Check 6845	7-24-2018	<a href="#">Download</a>

At the bottom of the table, there is a pagination control showing 'Page 1 of 3' and '5 rows'.

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	<a href="#">Download</a>
Check 6842	9-4-2018	<a href="#">Download</a>
Check 6843	7-10-2018	<a href="#">Download</a>
Check 6844	7-17-2018	<a href="#">Download</a>
Check 6845	7-24-2018	<a href="#">Download</a>

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

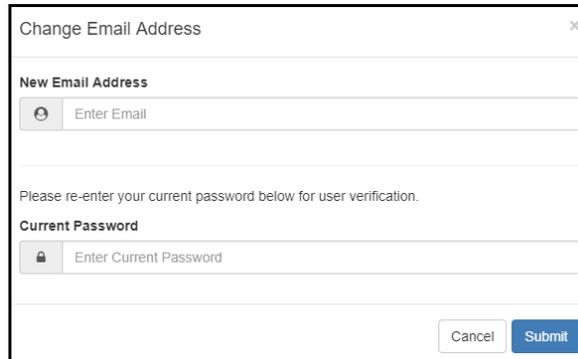
**Password**  
[Change Password](#)

**Name** - Displays employee first and last name.

**Username** - Displays employee Username for the Employee Hub.

change the  
address, your  
receive a link

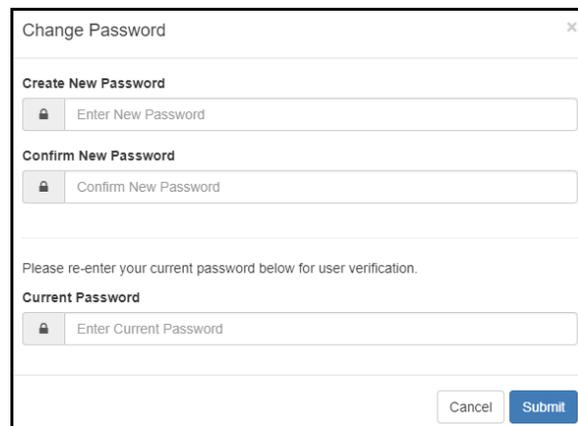
**Email Address** - Displays the email address that was used to register the account. To change the email address, select Change Email Address. Enter the new email current password and select Submit to make the change. You will receive a link at the new email to verify the change.



The screenshot shows a web form titled "Change Email Address". It 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 "Cancel" and "Submit" buttons.

Change  
password, then

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



The screenshot shows a web form titled "Change Password". It contains three 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 "Cancel" and "Submit" buttons.

