

CITY OF ERIE
EMPLOYEE ACCESS CENTER



EMPLOYEE USER MANUAL

Version 1.1
May 20, 2010

EAC Documentation

Login Screen

City of Erie - Employee Access Center

User ID:

Password:

Login

[Forgot your Password?](#)

**** Login Page Instructions ****

- 1) Enter your employee number in User ID.
- 2) Enter your Password.
Until you change your password, use your Social Security Number with dashes; Example: 123-45-6789.
- 3) Click on LOGIN or press Enter to get started.
- 4) Click on the information title that you want to review.

Note: We recommend that you change your password during your first use. To change your password, click on "UPDATE ACCOUNT" (after Login) in the upper right corner and follow the instructions.

Welcome to the Employee Access Center (also known as EAC). This website has been made available to you by the City of Erie. All of the information that is displayed on this website reflects information currently stored in your personnel records in the Human Resource Department.

Employee Access Center is a web browser application that allows employees to view their employee records via a web browser over the internet. Some information may be able to be updated by the employee at some time in the future. This document will highlight the windows that an employee is able to view.

- To view your employee data go to the City of Erie website www.erie.pa.us.
- Click on Departments, click on Human Resources.
- Under Employee Resources, click on Employee Access Center.
 1. Read **** Login Page Instructions ****
 2. Follow login instructions:
 - The User ID is your Employee Payroll ID Number.
 - The password is your social security number until you reset it.

EAC Documentation

Forgotten Password Screen

City of Erie - Employee Access Center

Forgotten Password

Email Address or User Id:

Social Security Number:

** Forgotten Password Instructions **

- 1) Enter your email address or your employee number in the first box above.
- 2) Enter your Social Security Number with dashes (Example: 123-45-6789) in the second box above.
- 3) Click on SUBMIT.
- 4) Provided that you entered your information correctly, a message will be displayed and an email will be sent to the email address shown above.
- 5) Click on "Return to Login Page".

[Return to Login Page](#)

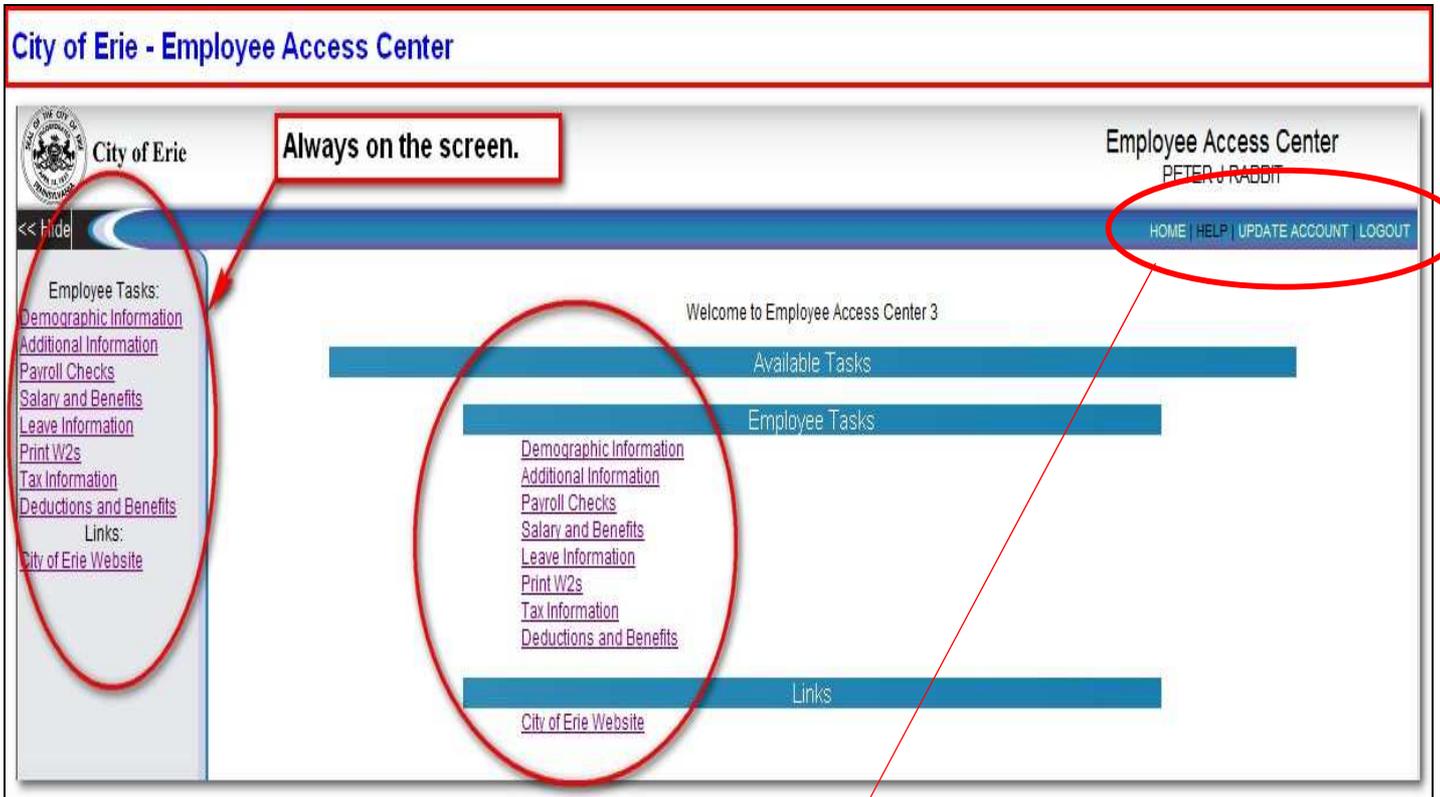
All employees are encouraged to access the Employee Access Center (EAC) website as soon as possible and become as familiar with the program as possible. Copies of your W-2's and/or previous paycheck stubs can be printed in EAC. This is a secure website that contains your personal information; so please do not share your password with any other employee. If there are any errors in with your personal information please contact Human Resources to make the necessary corrections.

This website will be evolving, in the future more of your information will become available to you.

It is the Policy of the City of Erie that even a single instance of computer or internet abuse by an employee to intentionally access, view transmit or otherwise manipulate this sight shall result in discharge from employment. No mitigating factors will be considered.

EAC Documentation

Full Startup Screen – Employee Tasks



The above screen shows the full startup screen with both menus (left side and middle). These menus are used to select the items that you want to display. Functionally both of these menus are the same and available for use.

The left side menu shown on the above screen is always viewable and available. However, the left side menu of the screen is not shown in the following pages of this document so that the main body of text will be more readable.

Menu Bar

- HOME --- Returns you to the Employee Tasks screen (seen above).
- HELP --- Will display information about the page currently displayed.
- UPDATE ACCOUNT --- Will allow you to change your password. On the Change Password screen, enter your current, a new password, and repeat the new password. Click on Change Password and your password will be changed. It is recommended that you change your password the first time you login to EAC.
- LOGOUT --- Will exit the employee from EAC.

EAC Documentation

Startup Screen

City of Erie - Employee Access Center

Welcome to Employee Access Center 3

Available Tasks

Employee Tasks

- [Demographic Information](#)
- [Additional Information](#)
- [Payroll Checks](#)
- [Salary and Benefits](#)
- [Leave Information](#)
- [Print W2s](#)
- [Tax Information](#)
- [Deductions and Benefits](#)

Links

[City of Erie Website](#)

Displayed above is the Startup screen. This is the first screen you will see once you pass through the login screen.

Click on the desired screen to view next. In this document, Demographic Information has been selected for display (see below).

Demographic Information Screen

City of Erie - Employee Access Center

Please contact the Human Resources Department to report inaccuracies.
Send an email to EAC_HR_EMP@erie.pa.us with your information.

Information

Employee ID:	7388	Release Information:	No
First Name:	PETER J	Phone Number:	814-123-4567
Last Name:	RABBIT	Work Phone:	
Previous Name:		Work Email:	
Address 1:	1234 RABBIT LANE	SSN:	123-45-6789
Address 2:		Birth Date:	10/25/1958
City:	ERIE	Hire Date:	3/11/1985
State:	PA	Department:	9999
Zip:	16503	Check Location:	0771
Emergency Contact:	ELMER FUD	Emergency Home Phone:	123-4568
Physician:		Physician Phone:	
Spouse:		Spouse Phone:	

Displayed above is the Demographic Information screen. When you examine this screen, be sure to report any corrections by following the instructions in the box above the employee ID number.

EAC Documentation

Additional Information Screen

City of Erie - Employee Access Center

This page is currently under construction.
It is intentionally blank.

If any of the above information is incorrect, please contact eac_hr_emp@erie.pa.us to make corrections.

Additional Information screen displays degrees and certifications. This page is currently under construction. This will be a “view only” screen. Contact the Human Resource Department if you feel there is a discrepancy. To navigate to a difference screen; click on the TASKS link found in the menu bar or click on HOME to return to the main menu.

Payroll Checks Screen

City of Erie - Employee Access Center

New paychecks will be posted each Friday morning.

Payroll Check Information

Check Number	Check Date	Pay Type	Manual/Void	Net Pay
211706	12/19/2008	Check		\$2,486.30
208636	10/24/2008	Check		\$264.83
206254	09/12/2008	Check		\$831.96
205453	08/29/2008	Check		\$854.46
204695	08/15/2008	Check		\$831.96
203912	08/01/2008	Check		\$831.96
203144	07/18/2008	Check		\$831.96
202366	07/03/2008	Check		\$831.96
201586	06/20/2008	Check		\$831.96
200745	06/06/2008	Check		\$831.96
199936	05/23/2008	Check		\$868.50
199134	05/09/2008	Check		\$868.50
198112	04/25/2008	Check		\$210.49
198313	04/25/2008	Check		\$868.50
197372	04/11/2008	Check		\$868.50
197180	04/11/2008	Check		\$1,107.11
196392	03/28/2008	Check		\$801.69
195671	03/07/2008	Check		\$799.69
194866	02/29/2008	Check		\$826.19
194133	02/15/2008	Check		\$801.69
193376	02/01/2008	Check		\$801.69

Payroll Checks screen lists pay check information. Columns are self explanatory. Clicking on the column title will change the order of display for that column. Checks display the net amount but direct deposits show \$0.00. This is because direct deposit is like a deduction. Click on Check Number and all details of that check will be displayed.

EAC Documentation

Payroll Check Screen

City of Erie - Employee Access Center

CITY OF ERIE
626 STATE STREET
ERIE, PA 16501-1128

CHECK DATE: 6/6/2008
CHECK NO.: 200745

AMOUNT \$ 831.96

PAY THE SUM OF *****831 DOLLARS AND 96 CENTS

TO THE ORDER OF: PETER J RABBIT
1234 RABBIT LANE
ERIE, PA
16503

CREATED BY EMPLOYEE ACCESS CENTER
STATEMENT OF EARNINGS AND DEDUCTIONS-PLEASE DETACH AND KEEP FOR YOUR RECORDS

Earnings	Hours	Amount	Deductions	Amount	YTD Deduct	Contribution	YTD Gross
REGULAR HOURL	64.00	1,219.20	FICA	91.39		91.39	
LEGAL HOLIDAY	8.00	152.40	MEDICARE	21.37		21.37	
TIME VACATION	8.00	152.40	FED TAX	144.62			
			STATE TAX	45.25			Current Earnings
			LOCAL TAX	17.39			1,524.00
			UNEMP TAX	0.91			Current Net
			VALIC	76.20		38.10	831.96
			V/CITY	.00			
			INSURANCE	50.00			
			PENSION	99.06			
			EMS	2.00			
			UNION DUES	22.50			Pay Period Ending
			HEALTH	.00			6/1/2008
			AFLAC PRE	11.35			Pay Date
			CITY FCU	110.00			6/6/2008
TOTALS	80.00	1,524.00					Check No
Leave	Balance	Taken YTD					200745
			Total	692.04		150.86	

A new window will open and an actual copy of the check/voucher will appear. Select the Printer icon to print the copy. Close the window when finished.

EAC Documentation

Historical Salary and Benefits Screen

City of Erie - Employee Access Center	
Historical Salary and Benefits Statement for 5/1/2009 to 4/30/2010	
This is the historical salary and benefits page disclaimer	
Earnings	
Title	Earnings
REGULAR HOURLY FICA/MED	\$48,077.18
LEGAL HOLIDAY PAY	\$3,393.74
TIME SICK PAY	\$3,390.59
TIME VACATION PAY	\$2,386.59
Total Earnings:	\$57,248.10
Benefits	
Title	Benefit
FICA WITHHOLDING	\$3,410.36
MEDICARE WITHHOLDING	\$797.56
Total Benefits:	\$4,207.92
Total Compensation:	\$61,456.02
Benefits as a Percentage of Earnings:	7.35 %
Benefits as a Percentage of Total Compensation:	6.85 %
Calculated Salary and Benefits Remove Menu for Printing	

Click on Calculated Salary and Benefits and the screen below will appear.

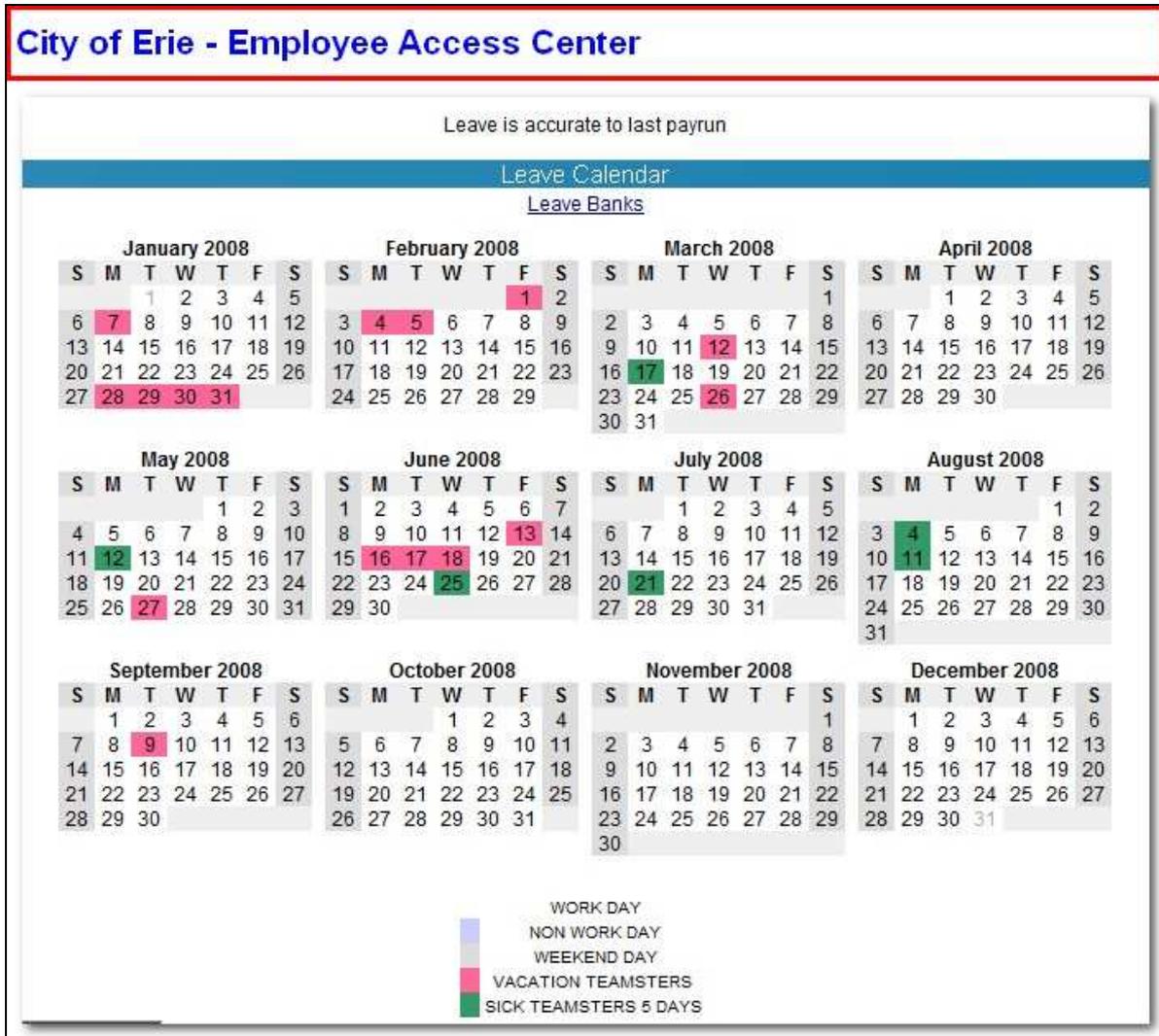
Calculated Salary and Benefits Screen

City of Erie - Employee Access Center			
Salary and Benefit Information			
Information is accurate as of last payroll calculation.			
Salary Statement:			
Job Class	Position	Rate	Annual Salary
MANAGEMENT OLD 1820(Primary)		\$30.92	\$56,274.40
Total Salary:			56,274.40
Paid Calendar Year To Date:			21,587.30
Benefits Statement:			
Deduction	Employer Paid Annual	Employer Calendar Year To Date	Employee Calendar Year To Date
PA UNEMPLOYMENT TAX	\$0.00	\$0.00	\$13.82
CITY OF ERIE RISK MNGT	\$0.00	\$0.00	\$867.30
OFF & EMP RETIREMENT FUND	\$0.00	\$0.00	\$1,403.21
EMERGENCY MUNICIPAL SERV	\$0.00	\$0.00	\$20.00
DIRECT DEP	\$0.00	\$0.00	\$14,927.28
FICA	\$3,489.01	\$1,284.68	\$1,284.68
MEDICARE	\$815.98	\$300.47	\$300.47
Total Benefit Cost:		\$4,304.99	
Total Employee Compensation:		\$60,579.39	
Benefits as a Percentage of Earnings:		7.65%	
Benefits as a Percentage of Total Employee Compensation:		7.11%	
Historical Salary and Benefits Remove Menu for Printing			

Click on Historical Salary and Benefits to return to the screen above.

EAC Documentation

Leave Calendar Screen



Leave Calendar Information

Attendance information for the current fiscal year is displayed on the Leave Calendar screen (shown above). Dates on the calendar are color-coded based on your attendance status for that date. Each color represents an attendance status; a unique color for work days, non-work days and each leave type you have used during this fiscal year. At the bottom of the page, a legend displays explaining the significance of each color appearing in your calendar.

- This page shows the current leave calendar, leave is accurate to the last pay run.
- Click on any individual day to view a detailed description of time off. The data appears at the top of the screen.
- Click on [Leave Banks](#) to view balances (see next page).
- Click on [Show Leave Detail](#) for more information.
- Click on [Leave Calendar](#) to return to the Leave Calendar screen.
- To choose previous years, click the lower left down arrow.

EAC Documentation

Leave Banks Screens

City of Erie - Employee Access Center

Leave is accurate to last payroll calculation.

Leave Banks

[Leave Calendar](#)

Code - Title	Unit of Leave	Taken YTD	Earned YTD	Balance	Show Leave Detail
229 - VACATION TEAMSTERS	Hours	0.0000	0.0000	48.0000	⌵
104 - SICK TEAMSTERS 5 DAYS	Hours	0.0000	0.0000	92.0000	⌵
603 - PERSONAL HOLIDAY TEAMSTER	Hours	0.0000	0.0000	0.0000	⌵

City of Erie - Employee Access Center

Leave is accurate to last payroll calculation.

Leave Banks

[Leave Calendar](#)

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Click on [Leave Calendar](#) to return to original screen.

EAC Documentation

W2 Screen

Copy B To Be Filed With Employee's FEDERAL Tax Return		38-2099803 OMB No. 1545-0008	
a Employee's soc. sec. no. [REDACTED]	1 Wages, tips, other comp. 30408.38	2 Federal income tax withheld 3665.01	
b Employer ID number 25-6000857	3 Social security wages 33878.00	4 Social security tax withheld 2100.45	
	5 Medicare wages and tips 33878.00	6 Medicare tax withheld 491.25	
c Employer's name, address, and ZIP code CITY OF ERIE 626 STATE ST ERIE, PA 16501			
d Control number CREATED BY EMPLOYEE ACCESS CENTER			
e Employee's name, address, and ZIP code [REDACTED]			
7 Social security tips 0.00	8 Allocated tips 0.00	9 Advance EIC payment 0.00	
10 Dependent care benefits 0.00	11 Nonqualified plans	12a Code See Inst. for box 12 G 1508.52	
13 Statutory employee	14 Other UN DUE 382.50 PENS. 1961.10	12b Code	
Retirement plan X		12c Code	
Third-party sick pay		12d Code	
PA 69-0235030	33878.00	1040.02	
15 State Empir's state I.D. #	16 State wages, tips, etc.	17 State income tax	
18 Local wages, tips, etc. 33878.00	19 Local income tax 399.75	20 Locality name ERIE	
Form W-2 Wage and Tax Statement		2008	
This information is being furnished to the Internal Revenue Service.		Dept. of the Treasury -- IRS	

Print W2's

The print W2's page allows you to view and print copies of your W2's from year 2000 to the most recent year. To view or print a W2 form, access the W2 form by clicking the link in the Available Years column of the appropriate year.

Note: If you are viewing the W2 for a year prior to 2007, the form is in HTML format and will display using your regular internet browser. For all W2 tax years from 2007 onward, the W2 form will be a PDF document and requires a PDF document viewer to open. You can download and install a free PDF document viewer by clicking the Get Adobe Reader link at the bottom of the Print W2's page. This format allows you to easily save or print the form for your records.

EAC Documentation

Tax Information Screen

City of Erie - Employee Access Center

Tax Information

Federal

Exempt:	No	No. of Exemptions:	1
Filing Status:	S	Additional Withholding:	0.00
Instructions:	Please fill out the Federal tax form and return to Human Resources office.		
	Additional Info		

State

Exempt:	No	No. of Exemptions:	0
Filing Status:	S	Additional Withholding:	0.00
State:	PA	Additional Information	
Instructions:	Please fill out the State tax form and return to Human Resources office.		

Local

Exempt:	No	No. of Exemptions:	0
Filing Status:	S	Additional Withholding:	0.00
Locality:	ERIE	Additional Information	
Instructions:	Please fill out the Local tax form and return to Human Resources office.		

Tax Information

This page displays your tax information from your payroll record within your employer's Human Resources database.

All of the information that displays on the **Tax Information** page reflects information currently stored on your payroll record within Human Resources. If there are errors with the information or if you would like to change your tax information, contact Human Resources at [EAC HR EMP@erie.pa.us](mailto:EAC_HR_EMP@erie.pa.us). Your tax information will not be changed until you complete a new W4 and submit it to the Payroll Department. The change will then be updated as of the next payroll period.

Deduction and Benefits Information Screen

City of Erie - Employee Access Center

Deductions and Benefits Information

You can make changes only to certain deductions or benefits throughout the year. The rest, you can review the information about the deduction or benefit

Deduction Title	Status	Employee Paid	Employee YTD	Employer Paid	Employer YTD
PA UNEMPLOYMENT TAX	Active	0.08%	\$0.00	\$0.00	\$0.00

The **Deduction and Benefits Information** page shows a listing of each deduction and benefit for which you are currently enrolled. Any benefits that you recently enrolled in but which are still pending review by Human Resources personnel will display. In this situation the following message displays:

To access a detail page for each deduction and benefit listed, click on the appropriate hyperlink in the Deduction Title column to access the Deductions and Benefit Detail page corresponding with it.