



# eHub Employee Self Service

## for Security Contractors

The Internet has changed the way the world communicates, especially in business. With eHub, your company can leverage the power of the Internet to eliminate inefficient administrative processes while improving communication with employees.

### Overview

Communicating with field-based employees can be a challenge. As more and more people access the Internet, it becomes the most logical choice as a primary communication tool. Currently, most companies handle employee requests, such as an address change, manually with paper forms. Reading, tracking and entering data from these forms can cost your company valuable time.

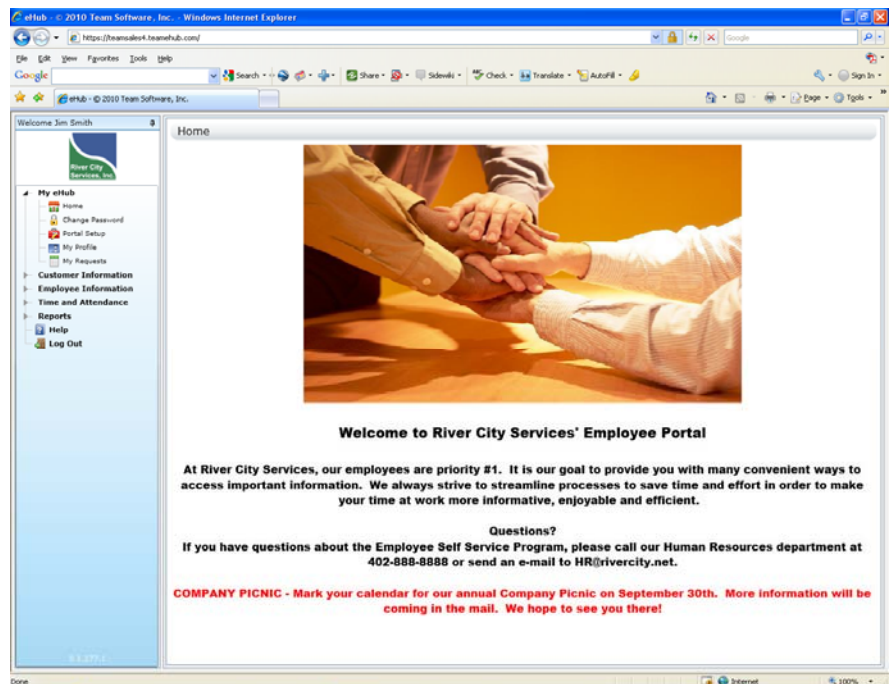
Many companies also struggle with the process of reviewing schedules worked for payroll. Typically, paper reports are circulated to supervisors. The supervisor then hand-writes any necessary changes on the paper reports and returns them to the home office where changes are keyed into the payroll system. Again, this can be a very time consuming process.

With eHub, you can eliminate a lot of paper and drastically reduce time spent on repetitive, administrative tasks. eHub is the link between field-based employees and supervisors and the important data to which they need access.

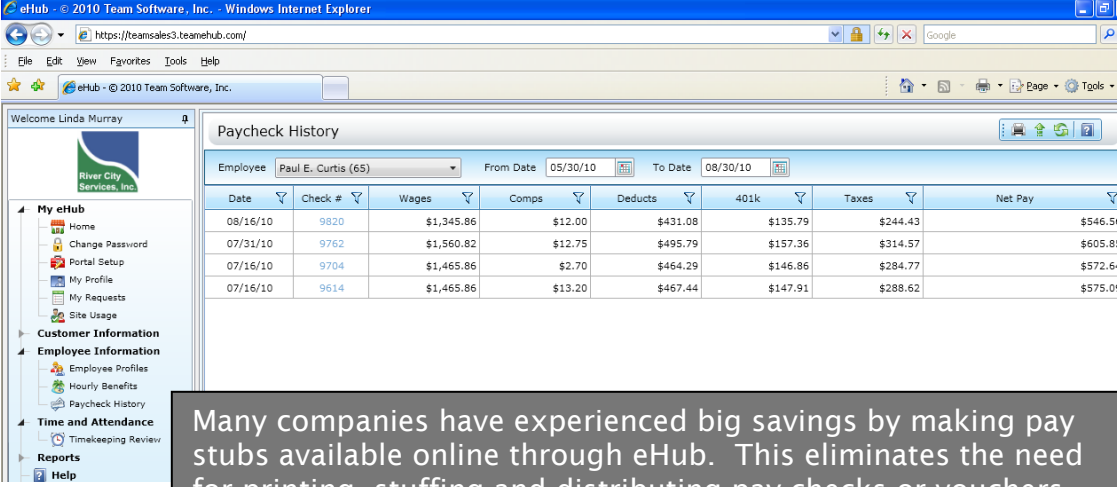
### Customized Web site

The eHub log in page will be customized with your company's name and logo.

- A link can be established from your corporate Web site
- Customize the home page
- Post important information, such as events or reminders
- Information is secured by username and password for each employee
- eHub links directly to the WinTeam database for human resource and payroll data, reports and security
- eHub is highly customizable. Imagine any process your company conducts that involves communication between the home office and employees in the field. Now imagine how you could streamline any of those processes with the power of the Internet - that's what eHub offers.



## For Employees



Date	Check #	Wages	Comps	Deducts	401k	Taxes	Net Pay
08/16/10	9820	\$1,345.86	\$12.00	\$431.08	\$135.79	\$244.43	\$546.56
07/31/10	9762	\$1,560.82	\$12.75	\$495.79	\$157.36	\$314.57	\$605.85
07/16/10	9704	\$1,465.86	\$2.70	\$464.29	\$146.86	\$284.77	\$572.64
07/16/10	9614	\$1,465.86	\$13.20	\$467.44	\$147.91	\$288.62	\$575.09

Many companies have experienced big savings by making pay stubs available online through eHub. This eliminates the need for printing, stuffing and distributing pay checks or vouchers each payroll cycle. Employees benefit from being able to view and print a history of their pay stubs with the click of a button.

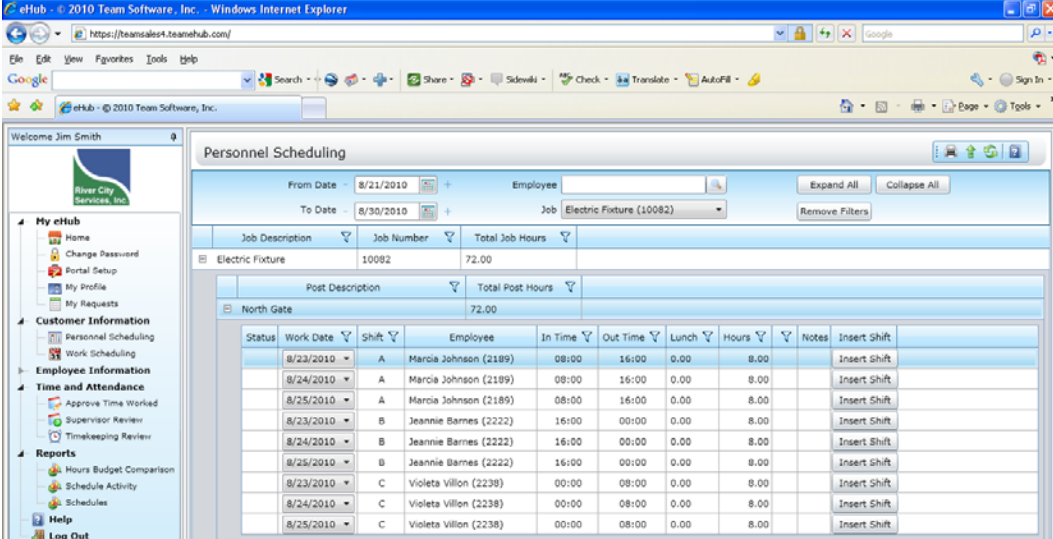
### Employees can

- View basic contact information, such as address, phone and e-mail address
- Request changes to this information
- View schedule
- View tax withholding and hourly benefit information
- View and print pay stub
- Check the status of a change request

## For Supervisors

### Supervisors can

- Review & approve requested work from customers
- Request additional work on behalf of customers
- Check the status of change requests
- View employee HR information
- View & print employees' pay stubs
- Review & modify scheduling information for payroll & billing
- Review management reports, such as the Scheduling Activity Report



Status	Work Date	Shift	Employee	In Time	Out Time	Lunch	Hours	Notes
	8/23/2010	A	Marcia Johnson (2189)	08:00	16:00	0.00	8.00	Insert Shift
	8/24/2010	A	Marcia Johnson (2189)	08:00	16:00	0.00	8.00	Insert Shift
	8/25/2010	A	Marcia Johnson (2189)	08:00	16:00	0.00	8.00	Insert Shift
	8/23/2010	B	Jeannie Barnes (2222)	16:00	00:00	0.00	8.00	Insert Shift
	8/24/2010	B	Jeannie Barnes (2222)	16:00	00:00	0.00	8.00	Insert Shift
	8/25/2010	B	Jeannie Barnes (2222)	16:00	00:00	0.00	8.00	Insert Shift
	8/23/2010	C	Violeta Villon (2238)	00:00	08:00	0.00	8.00	Insert Shift
	8/24/2010	C	Violeta Villon (2238)	00:00	08:00	0.00	8.00	Insert Shift
	8/25/2010	C	Violeta Villon (2238)	00:00	08:00	0.00	8.00	Insert Shift

Call TEAM today at 800-500-4499 or send an e-mail to [sales@teamfinancial.com](mailto:sales@teamfinancial.com) for more information or to schedule an online demonstration. We look forward to helping your company become more efficient!

