G&A Partners
Time to grow.

G&A Partners Technology Suite

Employee User Guide

HR Benefits Payroll

gnapartners.com

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Support

G&A Partners is committed to providing its valued clients and their employees with the highest level of customer service. If you have any questions or need support, please contact our Customer Care Center and we will be happy to assist you.

G&A Partners Customer Care Center:

- Hours: Monday – Friday | 7:30 a.m. – 7:00 p.m. CT
- Phone: 1-866-497-4222
- Email: customercare@gnapartners.com
- Website: www.gnapartners.com/contact-us

NOTE: The functions available to each user within WorkSight are based on his or her security settings as determined by their employer, so some of the information in this guide may not applicable for your account.

WorkSight

WorkSight is the online portal employees will use to review and update their personal information, obtain copies of their pay statements, and view other payroll information.

Setting Up Your Account

Your WorkSight account is typically set up after a manager has entered your information into WorkSight. This may be as part of the new hire process, or as part of the rehire process if you didn't already have a WorkSight account when you previously worked for your employer.

Once the data is submitted, you will receive an email with the subject line "[Company Name] invites you to begin onboarding".

From: no-reply@cloud.gnapartners.com
Date: Tues June 4, 2019 at 8:32 AM
Subject: Frank's Hot Dogs invites you to begin onboarding
To: janetbreck23@gmail.com

Welcome Janet Breck!

As you may know, your employer, Frank's Hot Dogs, recently engaged G&A Partners as its human resources partner to help manage its administrative employment-related functions and provide you with an enhanced employment experience.

Before you can begin working for Frank's Hot Dogs, you will need to log into our online onboarding system to complete the necessary new hire employment paperwork.

To ensure a smooth and efficient experience, it is important for you to complete the onboarding process by:

June 05, 2019

Click the button below to get started. Your WorkSight 2.0 account name is your email address. The first time you log in, you will be asked to create a password. You'll need this every time you log into WorkSight 2.0.

NOTE: This link is only valid for the next 7 days.

Get Started

If you have any questions throughout this process, please contact the G&A Partners Customer Care Center:

G&A Partners Customer Care Center
Hours: Monday – Friday | 7:30 a.m. – 7: 00 p.m. CT
Phone: 1-866-497-4222
Email: customercare@gnapartners.com

Sincerely,

G&A Partners

NOTE: If you are expecting but have not received this email, please contact the G&A Partners Customer Care Center at 1-866-497-4222 for assistance.

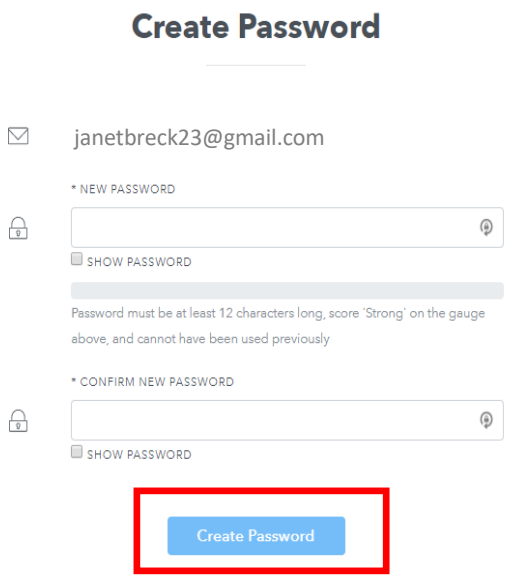
Click the “Get Started” button in this email to create your WorkSight account. After you click this link, a new page in your web browser will open and you will be brought into WorkSight where you will set up your account following these steps:

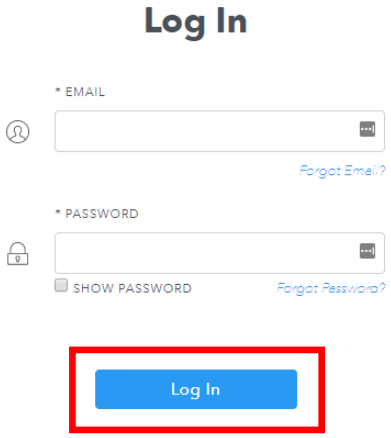
1. Create your password
2. Select a two-factor authentication method
3. Determine your account security questions
4. Validate your account settings

Creating a Password

Enter your new password in the “New Password” field (make sure it meets all password requirements). Enter your new password again in the “Confirm New Password” field, and then click “Create Password.”

After you successfully create your password, you’ll be asked to log in to WorkSight.

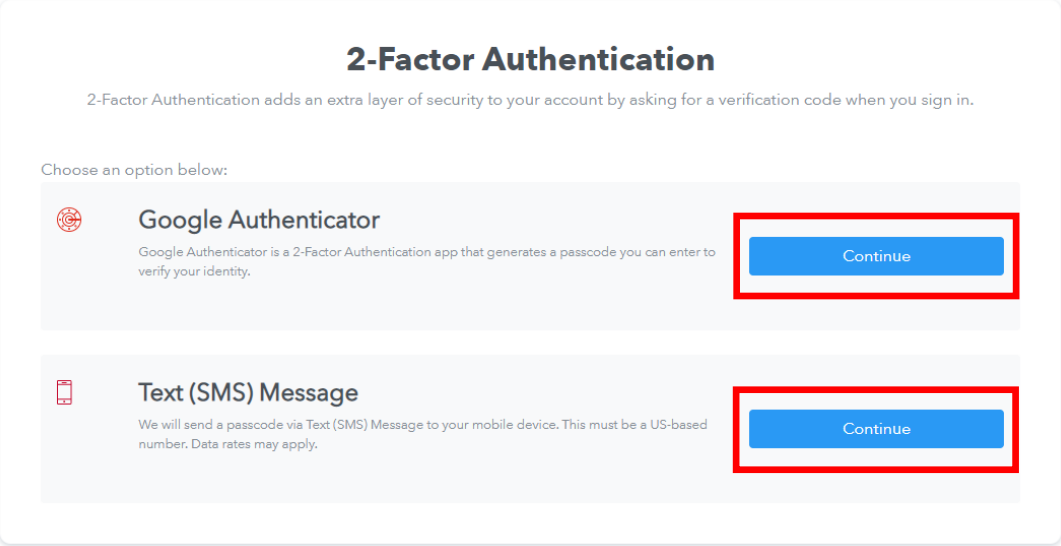




Two-Factor Authentication

Once you log in to WorkSight, it is time to set up two-factor authentication (2FA). 2FA is an account security feature that helps ensure there is no unauthorized access to your account. WorkSight supports the 2FA methods listed below:

- Google Authenticator – This leverages a Google add-on/application that will provide you with a randomly generated passcode. Enter that passcode into WorkSight when prompted.
- Text Message – WorkSight will send a text (SMS) message to your mobile phone, which you can then enter into WorkSight when prompted.

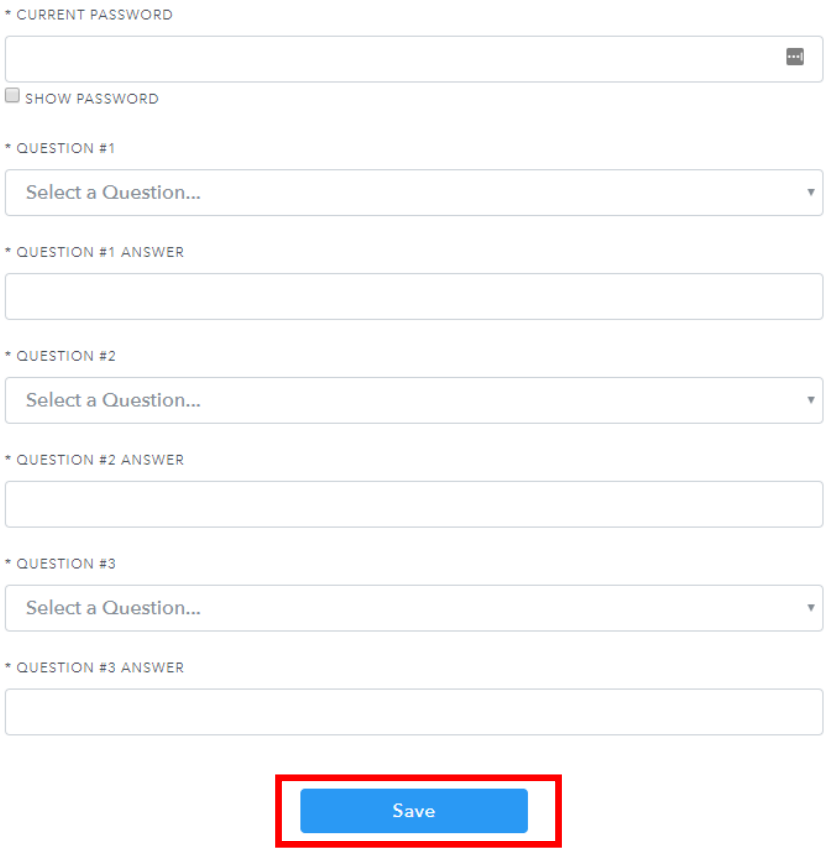


Select one of the 2FA methods by clicking the corresponding “Continue” button. Then, follow the instructions on the screen to setup 2FA. Two-factor authentication is required for all new accounts. It will typically update every 30 days, or if WorkSight determines that you have logged in from a new browser/machine combination.

Account Security Questions

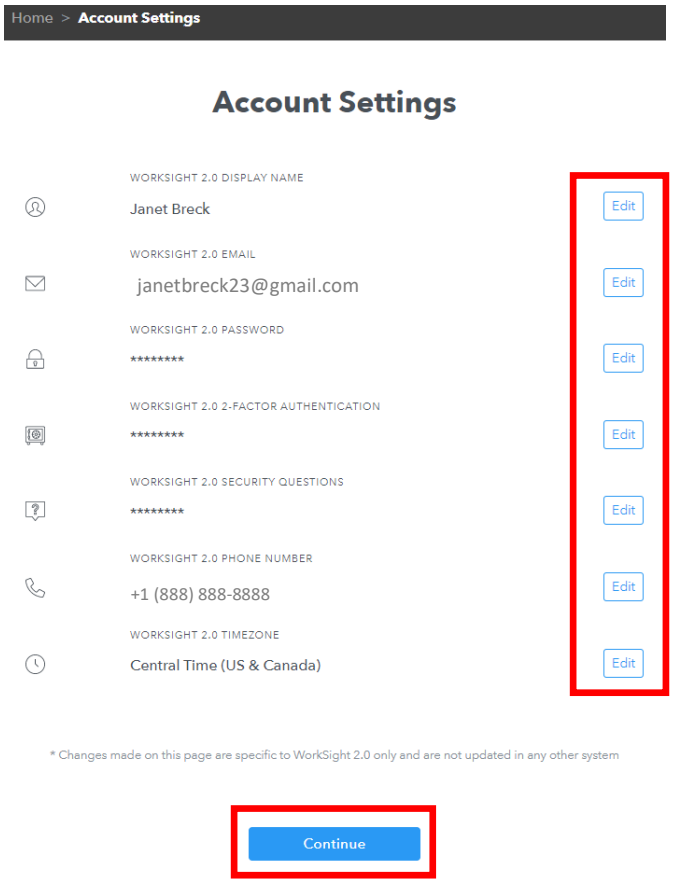
Next, you will set up account security questions. These are questions you, and only you, should be able to answer. They are stored in the system and will appear in the event you forget your password, enabling you to access your account and reset your password once they are answered correctly. You may also call the G&A Partners Customer Care Center at 1-866-497-4222 for account assistance.

When setting up your account security questions, you will first need to enter your current password and then select a question in each of the boxes from the dropdown options (accessible by clicking on the down arrow on the far right of each box. Type in your answer to the questions you've chosen and then click "Save" when you are done.



Validate Account Settings

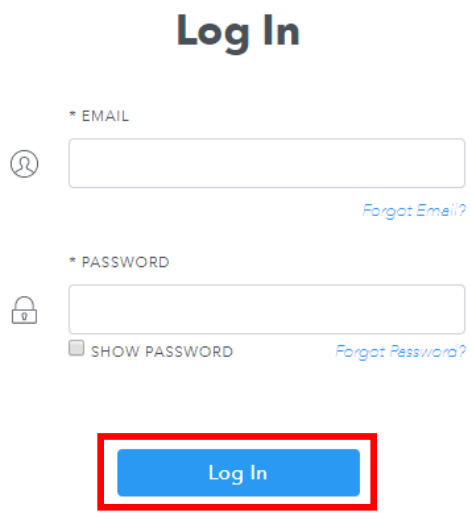
After you've saved your security questions, you will be redirected to the "Account Settings" screen, which will ask you to review and confirm your account information. If you need to update any of this information, click the corresponding "Edit" button to the right. Otherwise, click "Continue" at the bottom of the screen.



Set up of your WorkSight account is now complete. Each time you log into WorkSight, you will need your username (your work email address) and password.

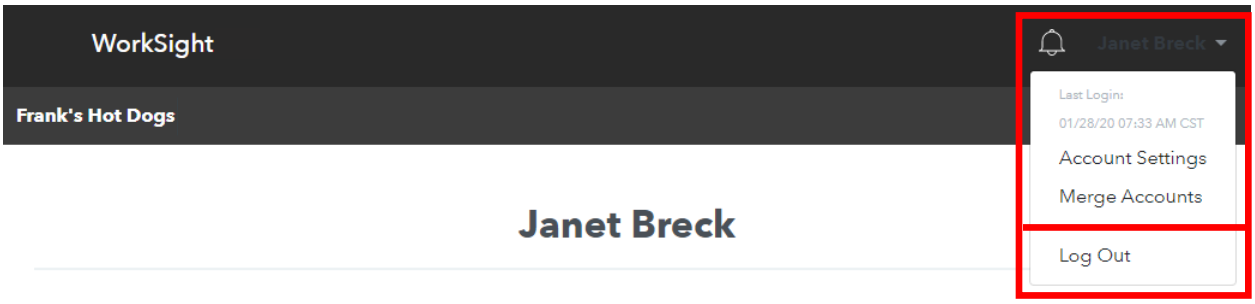
Logging In and Out

To log into WorkSight, visit worksight2.gnapartners.com. Enter your email address and password, then click the “Log In” button at the bottom of the page.



IMPORTANT: Be cautious when using a public or shared computer to access sensitive information in WorkSight or any other application.

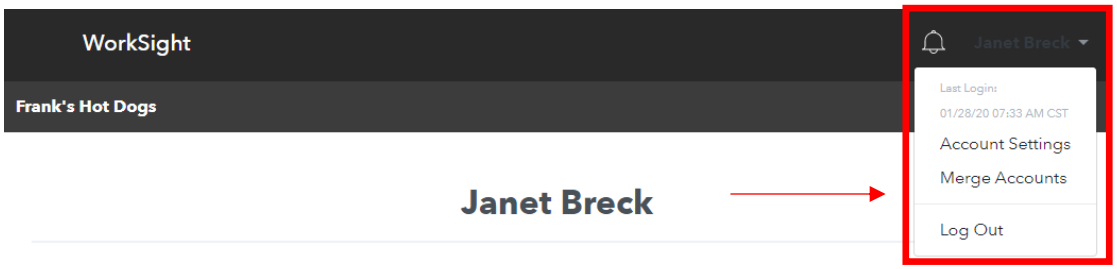
To log out of WorkSight, click on your name in the top right-hand corner of the screen and then click “Log Out” in the drop-down menu.



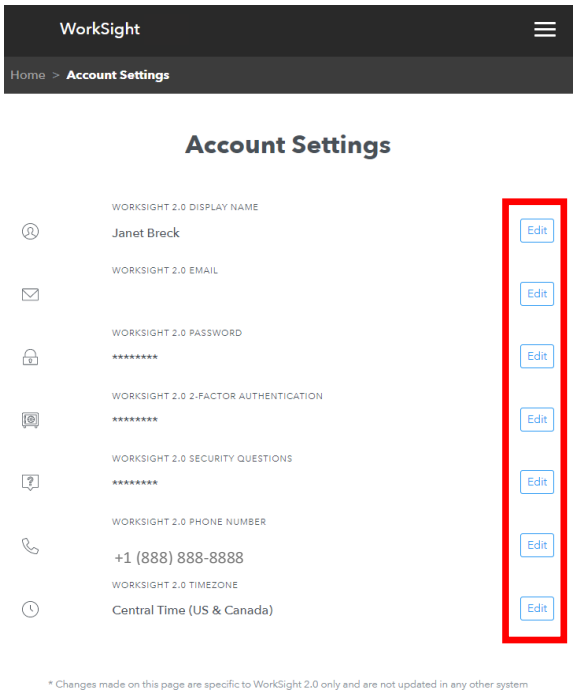
Updating Your Account Settings

You can change certain personal information (display name, email address, password, phone number and time zone) within your WorkSight profile using the “Account Settings” screen.

To access “Account Settings,” click on your name in the top right-hand corner of the screen and then click “Account Settings” in the drop-down menu.



You will be redirected to the “Account Settings” screen. From here, click the “Edit” button to the right of the information you want to update.



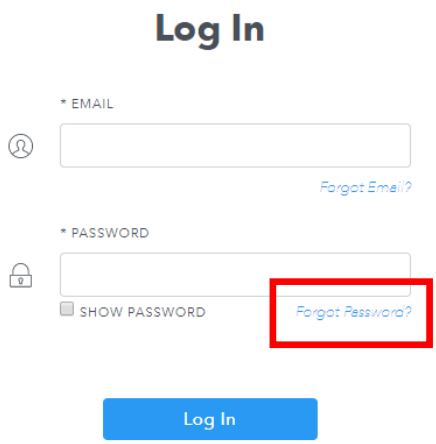
NOTE: The information updated here is specific to WorkSight and will not be transferred to any other applications.

Recovering Your Username

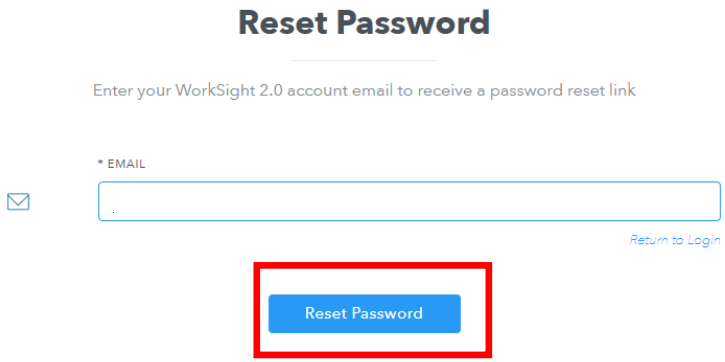
The email address used to create your WorkSight account is your username. If you don't remember which email address you used, you will need to contact the G&A Partners Customer Care Center at 1-866-497-4222 for assistance recovering your email address.

Resetting Your Password

If you have forgotten your password, click "Forgot Password?" on the "Log In" screen.

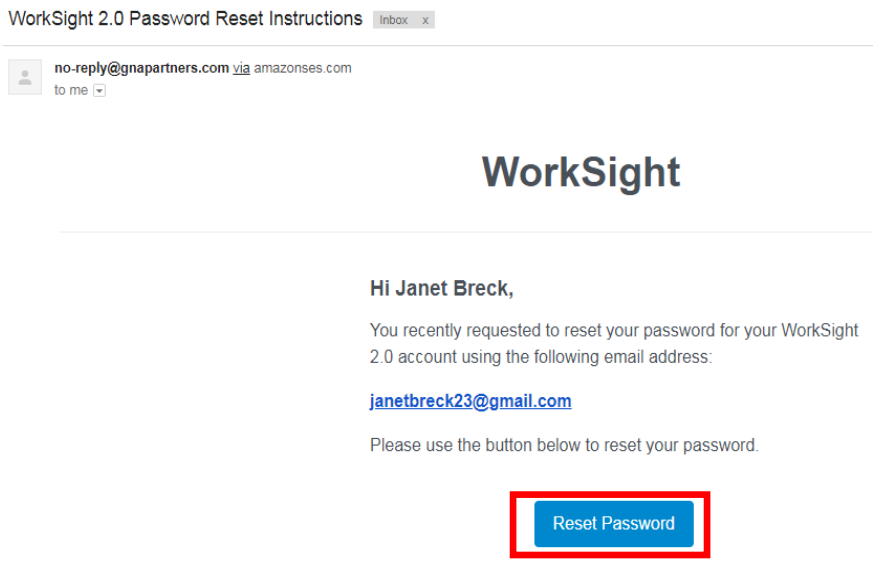


You will then be redirected to the "Reset Password" screen. Enter the email address you use to log into your WorkSight account, then click "Reset Password."



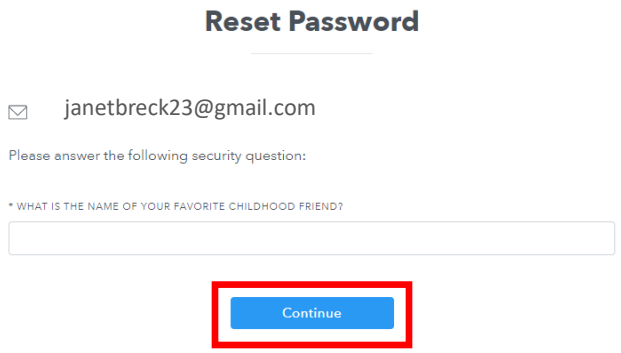
If the email address you entered matches that of a valid WorkSight account, you will receive an email with the subject line “WorkSight Password Reset Instructions.”

NOTE: If you do not receive this email, please contact the G&A Partners Customer Care Center at 1-866-497-4222 for assistance.

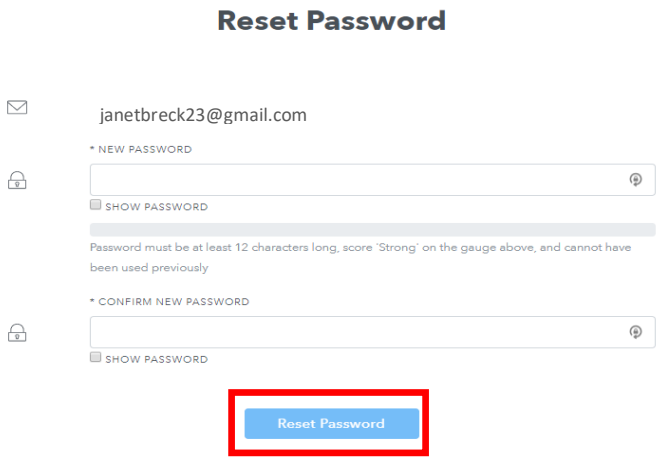


Click the “Reset Password” button. A new page will open in your web browser asking you to reset your password.

You will first be prompted to answer the security question(s) you set up earlier in the process. Once you've answered, click "Continue."



In the new window, enter your new password twice. Then, click "Reset Password."



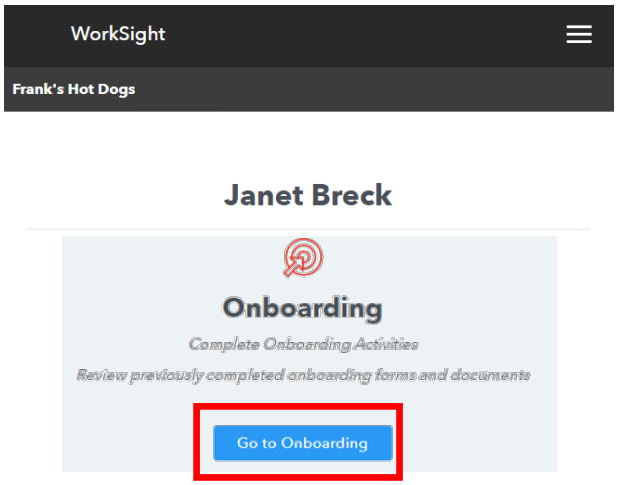
Once you've completed this task successfully, you will be redirected to the home screen of your WorkSight account.

Onboarding System

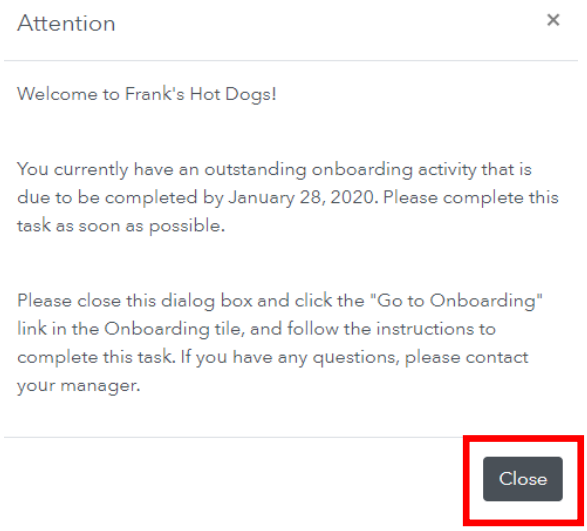
Click Boarding is the application employees will use to complete necessary employment forms and acknowledge company policies.

Accessing Your Onboarding Information

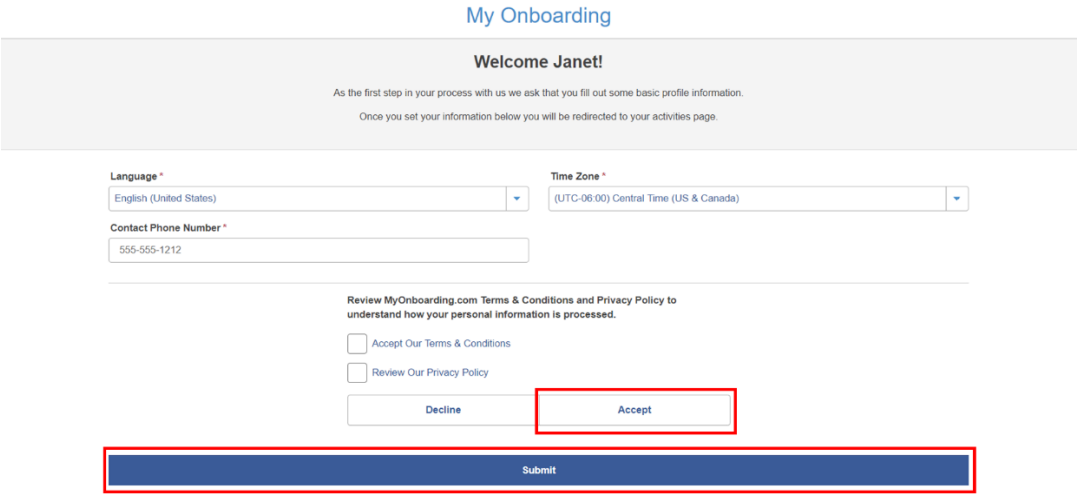
When you log into WorkSight, you can access the onboarding system by clicking the "Go to Onboarding" link in the "Onboarding" tile. This will provide access to both onboarding activities that must be performed, as well as prior onboardings that have already been completed.



If you have a newly assigned onboarding process, you will be prompted with a message letting you know about this required task. Click "Close" and then click "Go to Onboarding" as described above.



When you click the “Go to Onboarding” button, the onboarding system (Click Boarding) will open in a new browser window. If you have not already done so, you will be asked to select your Language preference, and to accept the Terms & Conditions and acknowledge that you have reviewed the Privacy Policy.



Once you have completed all the required information, click “Accept” and then “Submit” at the bottom of the screen to create your account.

NOTE: As you progress through the onboarding process you will be presented with numerous forms to be completed and policies to be acknowledged. If you are not able to finish the entire process in one session, you can come back and pick up where you left off by logging into WorkSight and clicking the “Go to Onboarding” button.

Progressing Through the Onboarding Process

The onboarding process is divided into a number of steps, each containing either forms that you will need to complete or policies you will need to acknowledge.

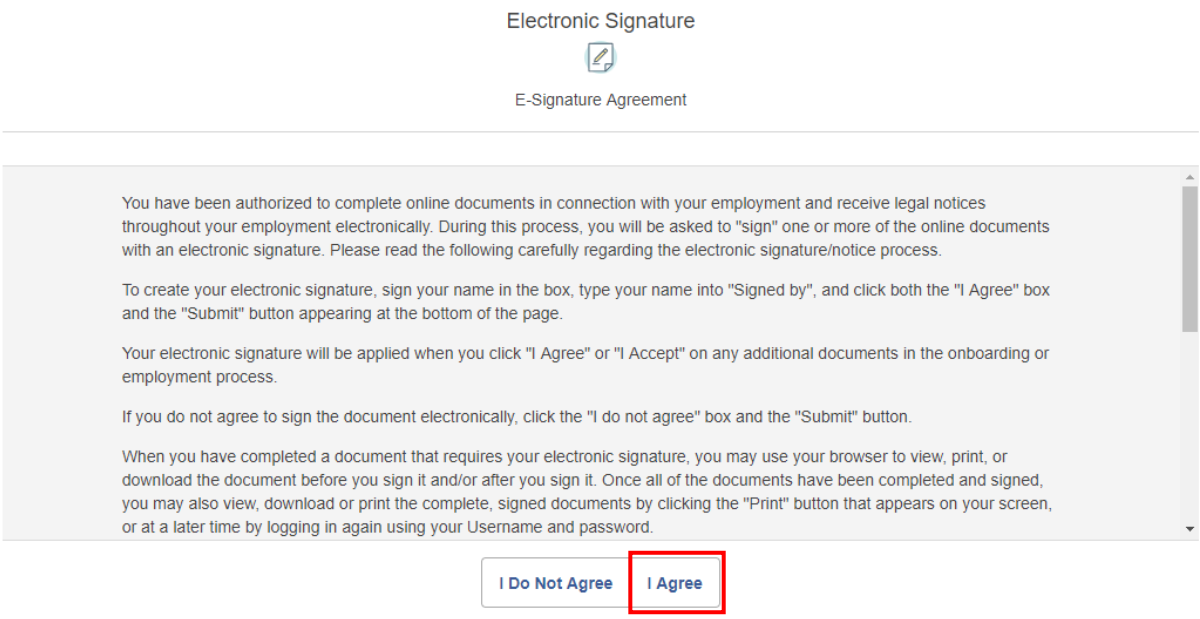
A sample of an onboarding home screen is shown below. Please be aware that depending upon your specific employer's needs, there may be a different number of steps in your onboarding process than are shown below.

NOTE: The onboarding process is designed to be completed in a linear fashion, which means you cannot proceed to the next step until you have completed the previous one.

The design and layout of most of the screens you will use to fill out forms and acknowledge policies are similar. Examples of the types of forms you may see in the onboarding system are shown on the following pages.

Electronic Signature

This step is where you will create the e-signature that you will use to throughout the rest of the onboarding process to sign your documents electronically. To set up your electronic signature, read the Electronic Signature (E-Signature) Agreement (use the bar on the right to scroll down) and then click “I Agree.”



The screen will then expand to include a space for you to sign with your mouse or finger (depending on what type of device you are using). Sign and type your name in the boxes provided, then click “Submit” to proceed to the next step.

Personal Information

Next, you will be asked to fill out the “Personal Information” data entry form. (*Items with an asterisk (*) are required.*). Once you have completed this form, click “Next” to proceed to the next screen.

Employee Profile

Add Personal Information

First Name *
Janet

Middle Name

Last Name *
Breck

Suffix (ex: Jr., Sr., II, III)

Preferred Name
Janet Breck

Primary Phone Number *
(641) 352-5079

Secondary Phone Number

Marital Status
Single

Date of Birth (mm/dd/yyyy) *
10/1/1999

Social Security Number *
-**-*

Confirm Social Security Number *
-**-*

← Back | Next →

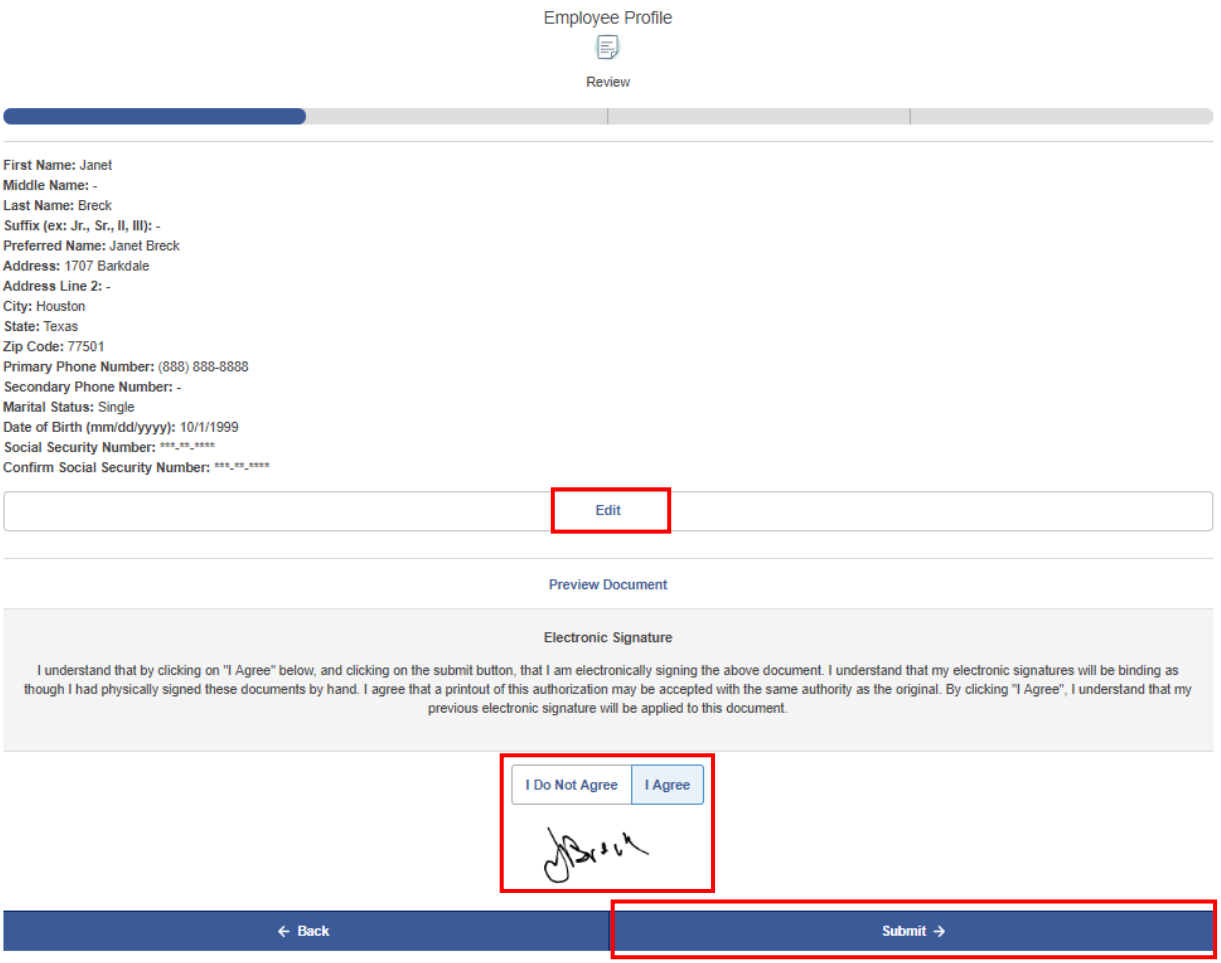
Back to My Activities

For any form that requires data entry, immediately after you click “Next” you will be presented with a confirmation screen asking you to review and confirm the information you just entered.

If you wish to edit any of the information you provided, click “Edit” to return to the data entry form screen and make the necessary edits.

If you agree that the data presented is correct, click “I Agree” to add your electronic signature. (*If you click “I Do Not Agree,” you will not be able to proceed to the next step of the onboarding process*.)

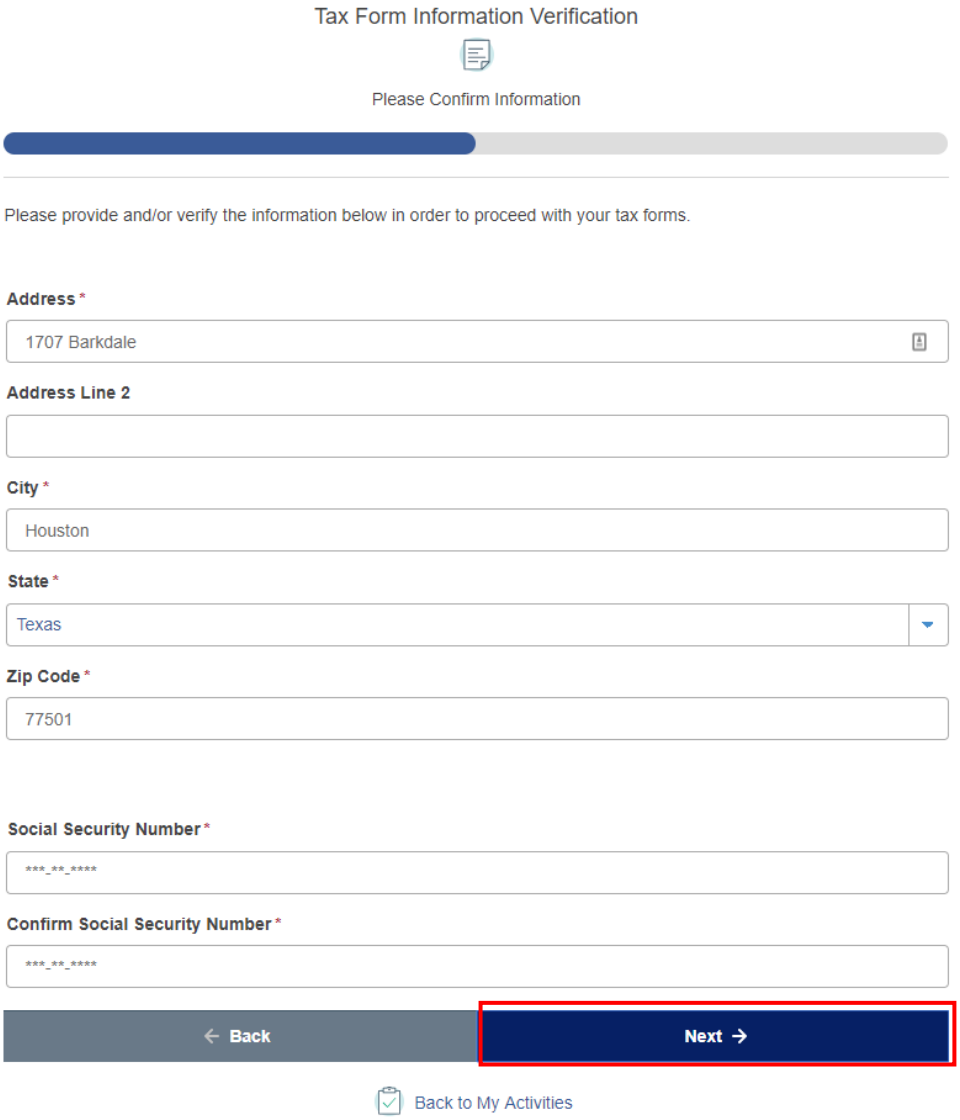
After your electronic signature has been added, click “Submit” to proceed to the next step.



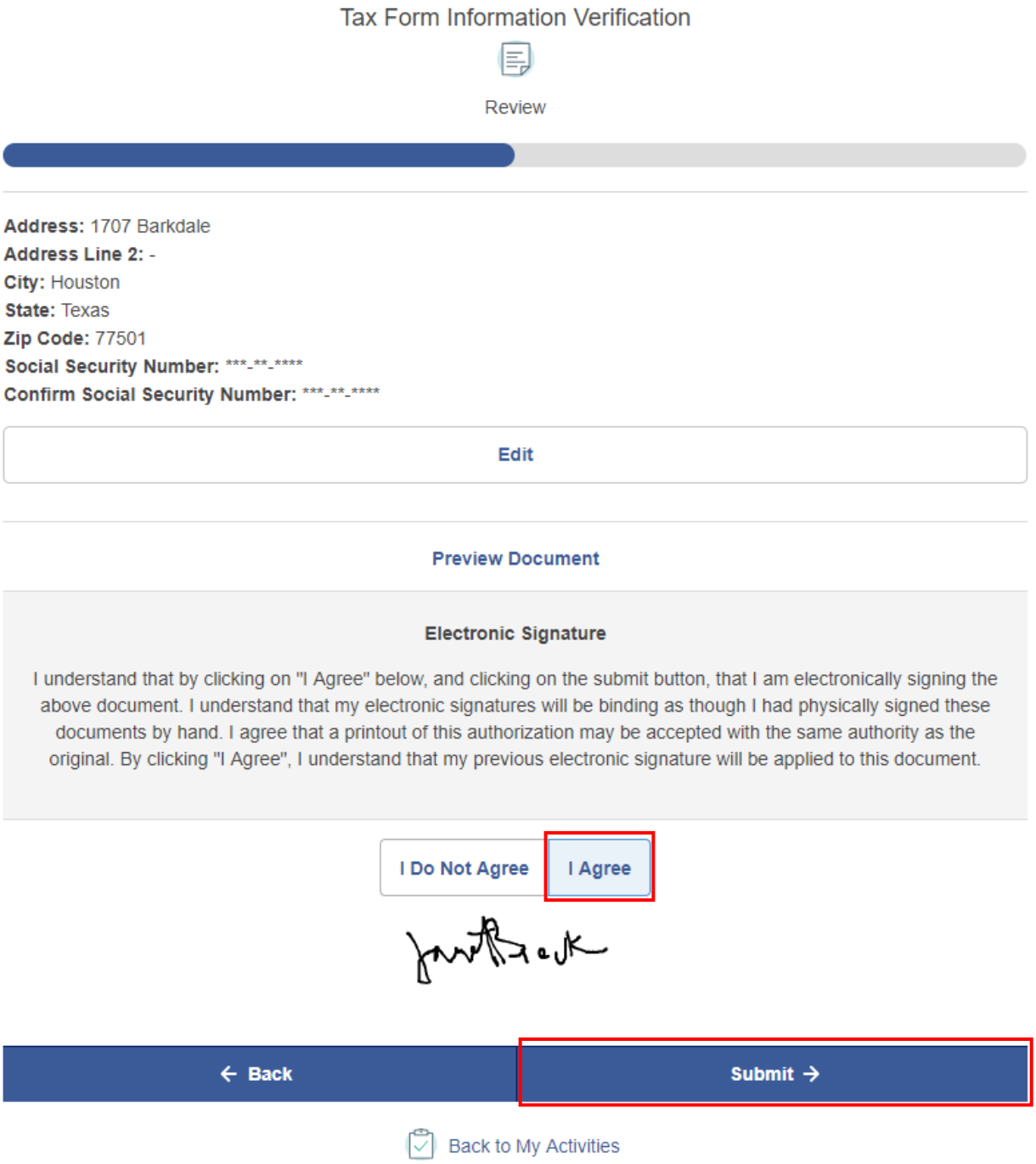
Tax Withholding

By law, payroll taxes must be withheld in accordance with federal requirements, as well as the state and local jurisdictions where you work and live. The onboarding system is designed to only present the tax forms applicable to you based on the information you have provided, so it is critical that this information is correct.

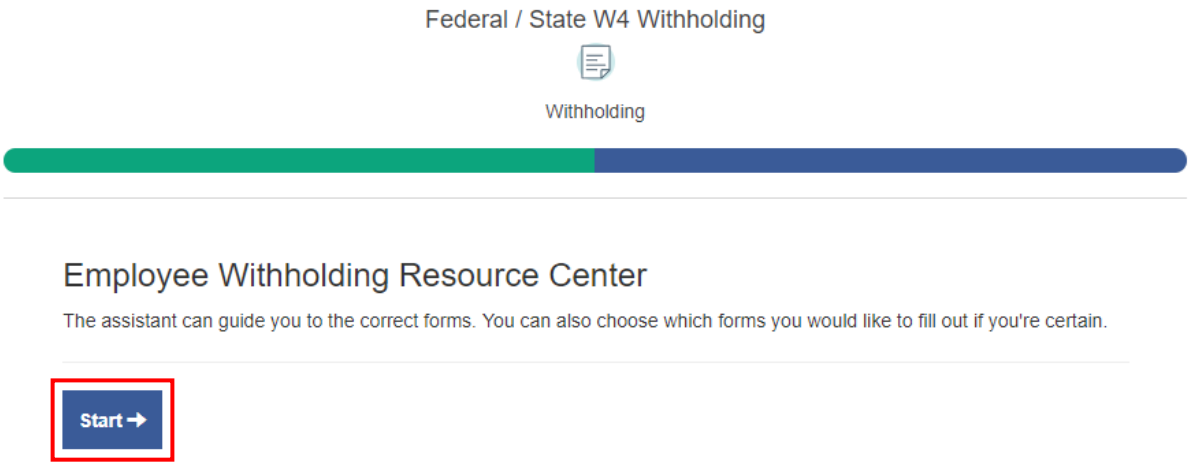
The first step of entering tax withholding information is to review/update any pertinent personal information. If you need to enter or edit any of this information, you can do so from this screen. Otherwise, click “Next” to proceed to the next screen.



On the confirmation screen, you will be asked to review your personal information. Once you have verified that all the information on this screen is correct, click “I Agree” to electronically sign the document, then click “Submit” to proceed to the next screen.

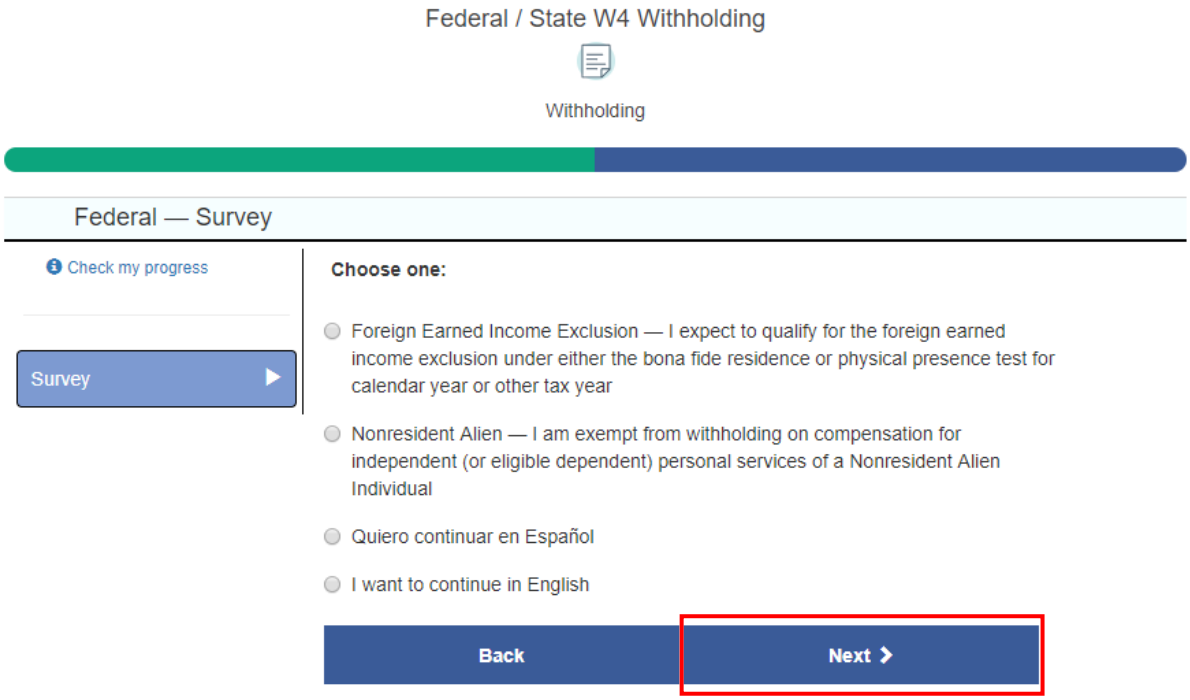


Tax forms are presented in the “Employee Withholding Resource Center.” To begin filing out your tax forms, click the “Start” button.



The “Federal/State W-4 Withholding” screen will appear showing which forms the system has determined you must complete based on the information you have provided. Click “Continue” to start filling out the applicable tax forms.

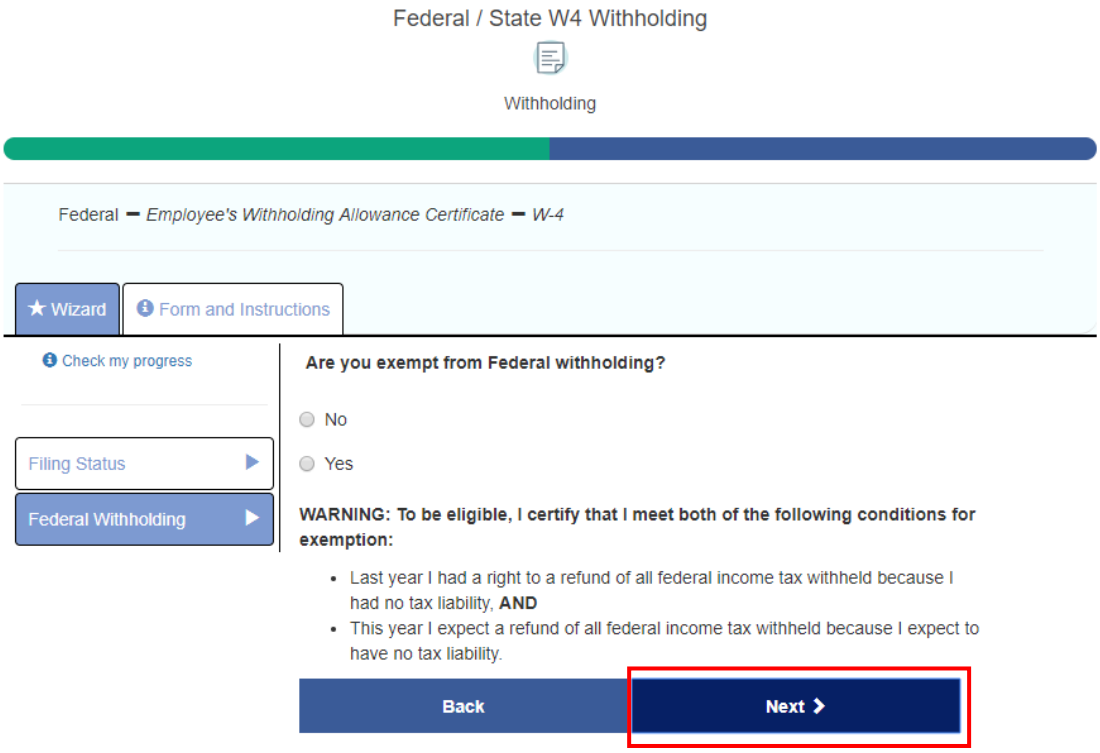
Choose from the options shown on the following page and then click “Next.”



The first tax form you will be asked to complete is the Federal tax withholding form (“Form W-4”). Click “Start” to begin filling out this form.

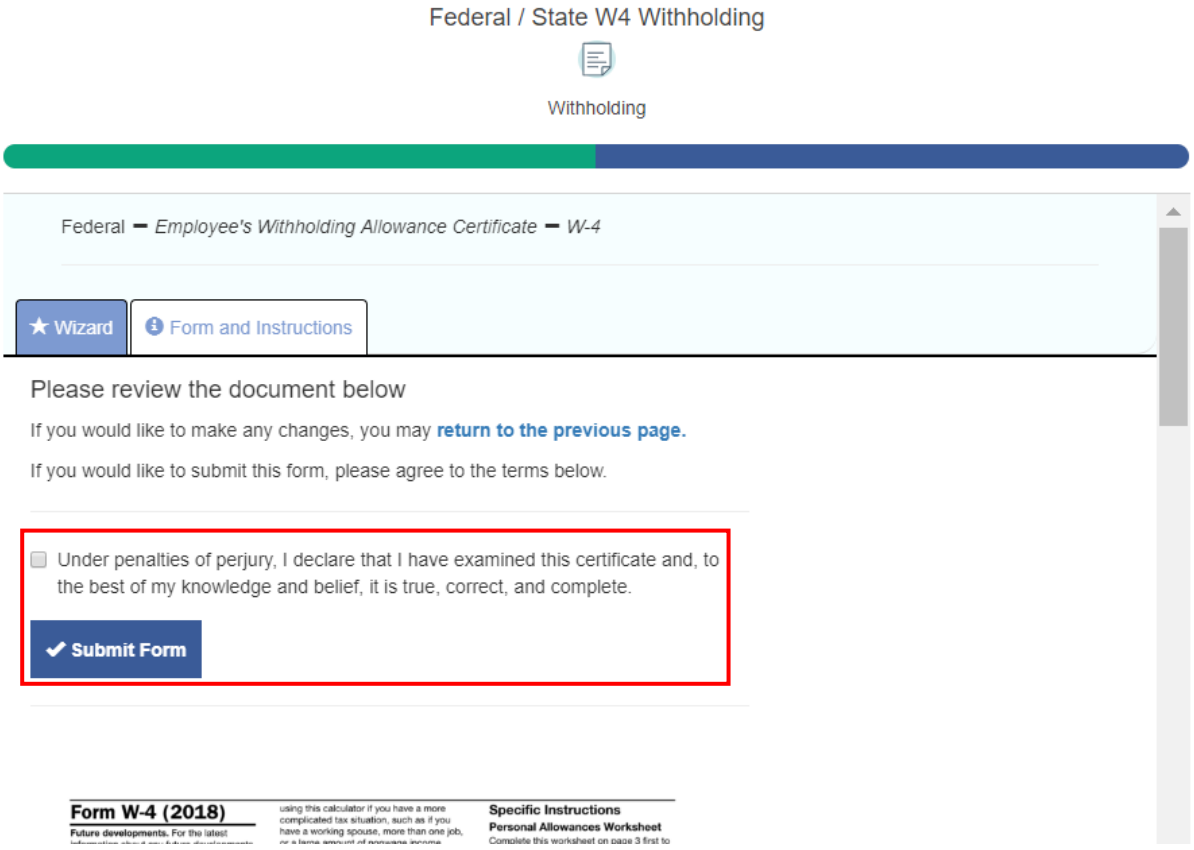
Each of the tax forms you will be asked to complete is presented in a “wizard” format, which will guide you through a series of questions based upon both the form’s requirements and your responses to previous questions.

On each of the screens provided, answer the questions, and then click “Next.”

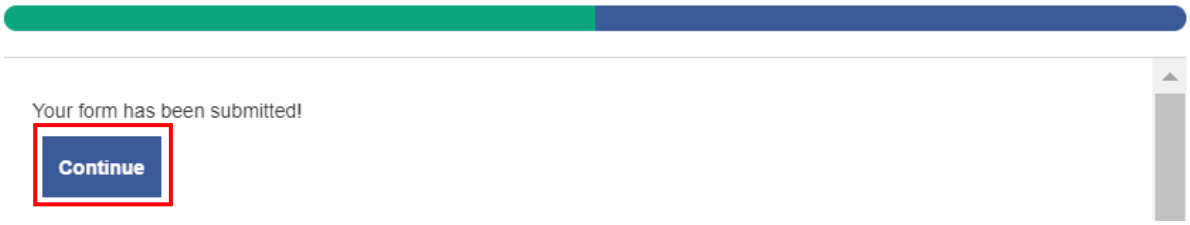


Once you have answered all the required questions for this tax form, an electronic copy of the form will be generated for your review (use the bar on the right to scroll down). From here, you can also download a copy of this form for your records.

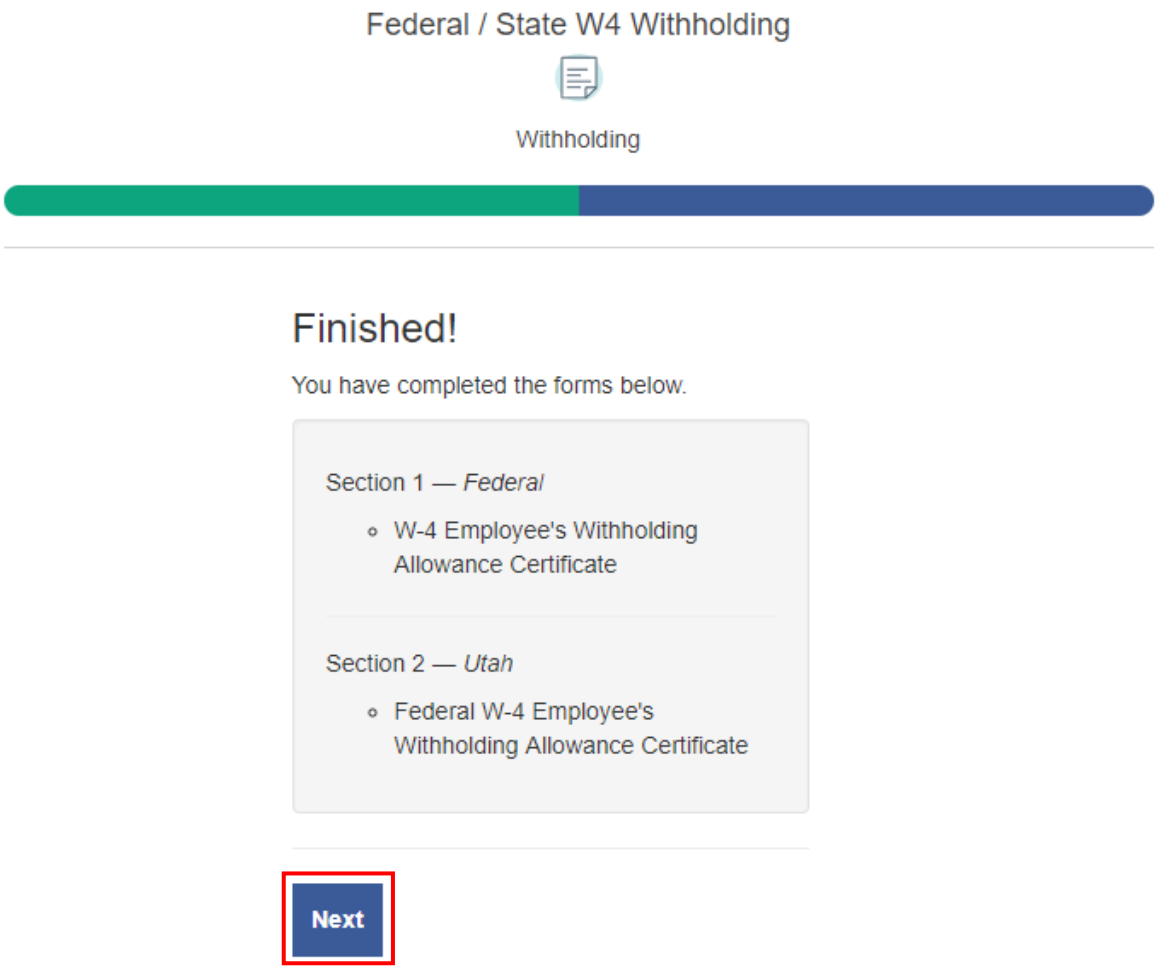
Once you have reviewed the information on this form, check the box to affirm the information entered is true, correct, and complete, then click “Submit Form.”



A confirmation screen will then display notifying you that your tax form has been submitted. Click “Continue” to proceed to the next step.



This process will repeat for any other tax forms (i.e. applicable state and/or local tax forms) you will need to complete. Once you have completed all the applicable tax forms, a summary screen will display showing all the tax forms you have filled out. Click “Next” to proceed to the next step.



Completing the Onboarding Process

Once you have completed all of the steps in the onboarding process, your information will be sent to the G&A Partners payroll system (Prism).

Once this happens, your WorkSight account will automatically be updated with the following changes:

1. You will no longer be prompted to complete open onboarding tasks.
2. You will be able to review previously completed onboardings by clicking on the “Onboarding” tile.
3. You will be able to access your HR and payroll information by clicking on the “Payroll” tile.

NOTE: For any onboarding process that includes a Form I-9 (Employment Eligibility Step), there is also a requirement for a manager to work with you to complete Form I-9 Section 2. If your onboarding process includes Form I-9, your manager or a member of your employer’s HR team will contact you about completing this form with you.

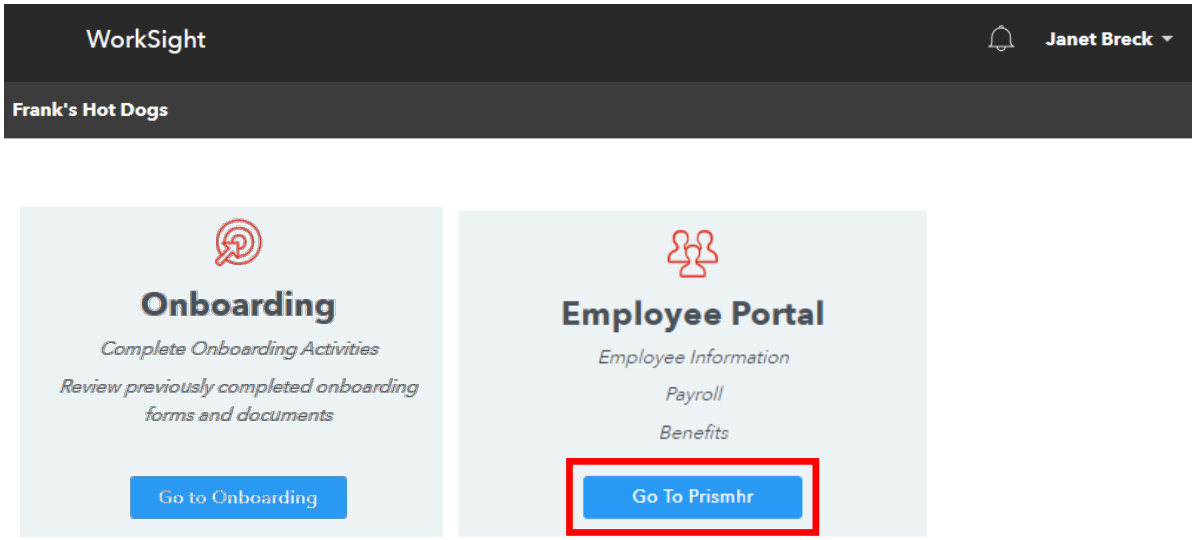
Payroll System

PrismHR is the application employees will use to view and update payroll and other employment-related information.

Accessing Your Payroll Information

WorkSight allows you to conveniently and easily view and update your payroll information (as applicable) without having to log into multiple applications.

To access your payroll information, click the “Go to PrismHR” button in the “Employee Portal” tile on the WorkSight home screen.



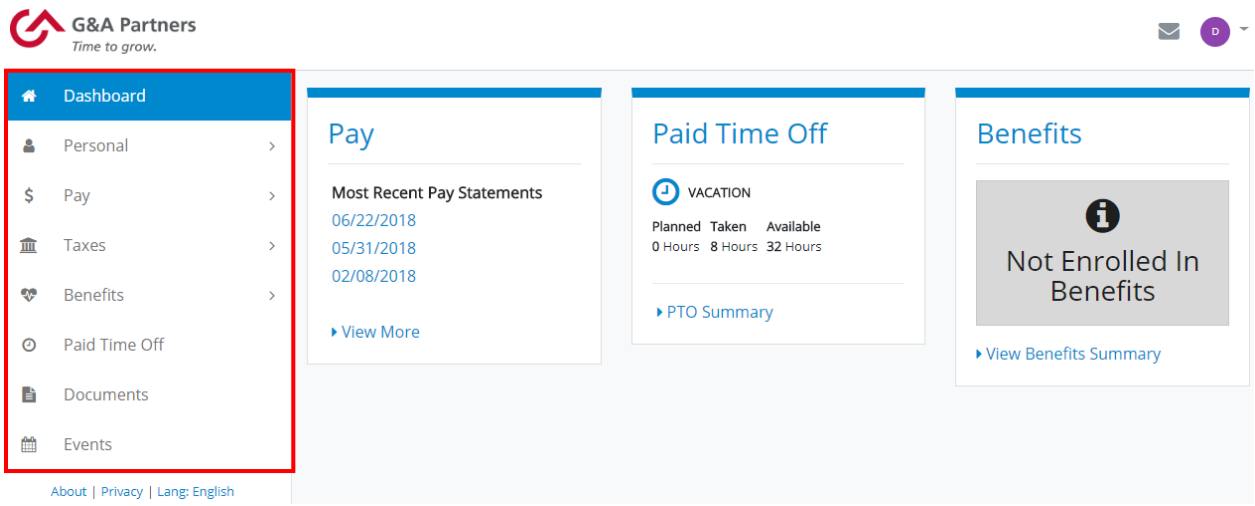
You will automatically be logged into the G&A Partners payroll system (PrismHR). From here, you can access the self-service payroll functions available to you, which may include:

- Viewing your pay statements
- Editing your personal information
- Updating your direct deposit information
- Submitting a time-off request
- Viewing or printing your W-2 statement

NOTE: The functions available to each user within the payroll system are based on his or her security settings as determined by their employer, so some of the functions listed above may not applicable for your account.

Employee Dashboard

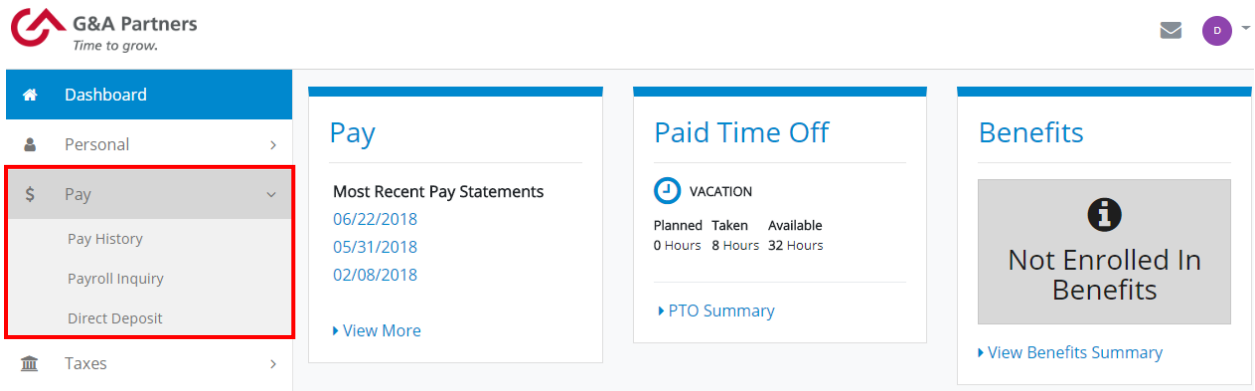
After you log into Prism, the Employee Dashboard will appear. From this screen, you can easily choose from several topics in the left menu concerning your employment and payroll information.



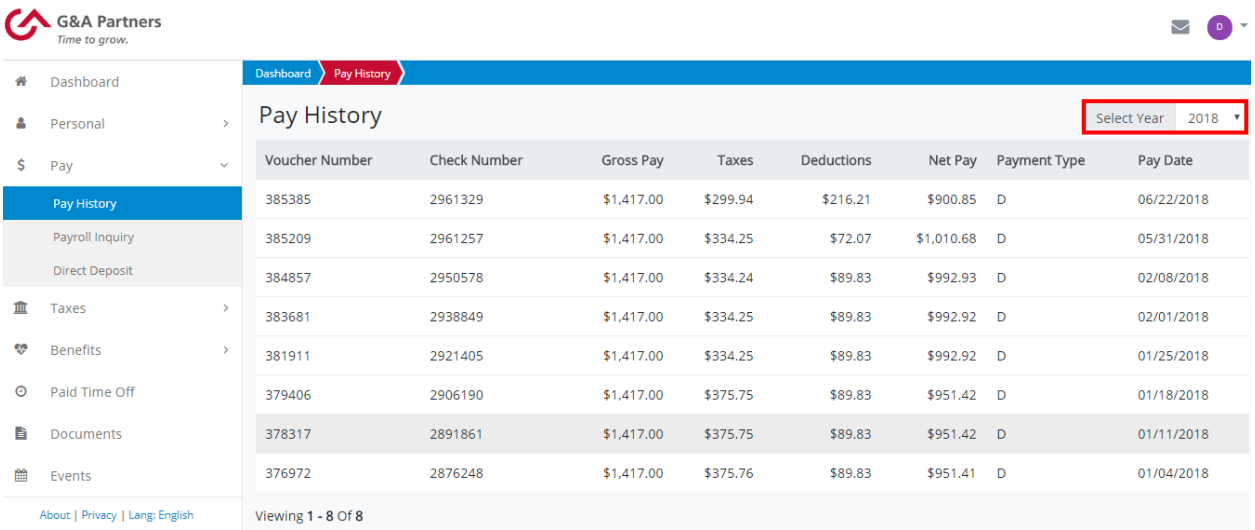
You will notice that there are also several widgets on the dashboard that provide shortcuts to information that employees tend to look for the most often, such as your most recent pay statements, your paid time off (PTO) balance(s), and your benefits information (if you are enrolled in benefits through G&A Partners).

Pay Statements

To view your previous pay statements, click “Pay” in the left menu of the dashboard, then click “Pay History.”

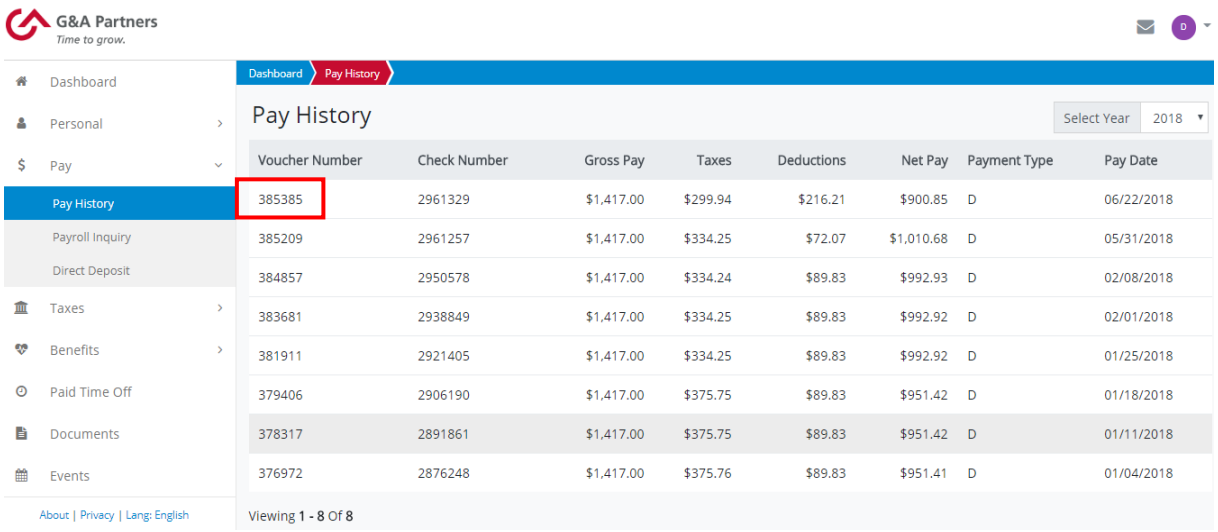


The “Pay History” screen will then display. This screen shows a list of vouchers (pay statements) and the gross/net pay, taxes, deductions and dates for each pay period. Depending on how many paychecks you received in the year you are viewing, you may see an arrow in the bottom right-hand corner of the screen that allows you to scroll through all the results. If you would like to view your pay statements for previous years, you can do so by choosing the year you would like to view in the drop-down menu in the top right-hand corner of the “Pay History” screen.



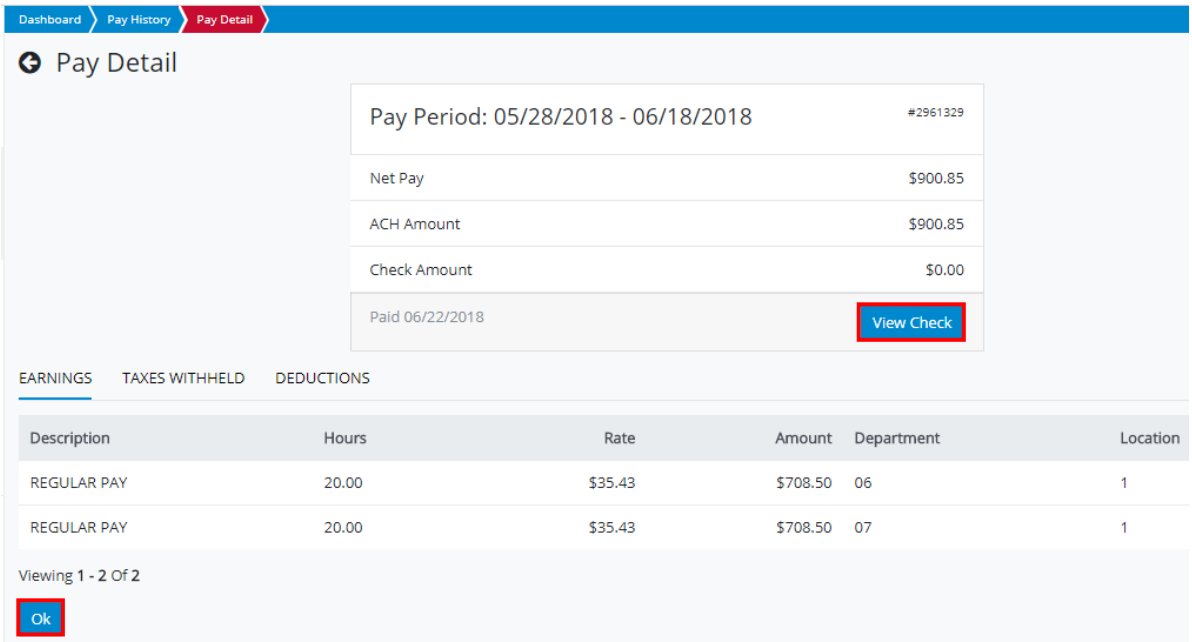
Voucher Number	Check Number	Gross Pay	Taxes	Deductions	Net Pay	Payment Type	Pay Date
385385	2961329	$1,417.00	$299.94	$216.21	$900.85	D	06/22/2018
385209	2961257	$1,417.00	$334.25	$72.07	$1,010.68	D	05/31/2018
384857	2950578	$1,417.00	$334.24	$89.83	$992.93	D	02/08/2018
383681	2938849	$1,417.00	$334.25	$89.83	$992.92	D	02/01/2018
381911	2921405	$1,417.00	$334.25	$89.83	$992.92	D	01/25/2018
379406	2906190	$1,417.00	$375.75	$89.83	$951.42	D	01/18/2018
378317	2891861	$1,417.00	$375.75	$89.83	$951.42	D	01/11/2018
376972	2876248	$1,417.00	$375.76	$89.83	$951.41	D	01/04/2018

To view the details for a specific pay statement, click the voucher number in the table.



Voucher Number	Check Number	Gross Pay	Taxes	Deductions	Net Pay	Payment Type	Pay Date
385385	2961329	$1,417.00	$299.94	$216.21	$900.85	D	06/22/2018
385209	2961257	$1,417.00	$334.25	$72.07	$1,010.68	D	05/31/2018
384857	2950578	$1,417.00	$334.24	$89.83	$992.93	D	02/08/2018
383681	2938849	$1,417.00	$334.25	$89.83	$992.92	D	02/01/2018
381911	2921405	$1,417.00	$334.25	$89.83	$992.92	D	01/25/2018
379406	2906190	$1,417.00	$375.75	$89.83	$951.42	D	01/18/2018
378317	2891861	$1,417.00	$375.75	$89.83	$951.42	D	01/11/2018
376972	2876248	$1,417.00	$375.76	$89.83	$951.41	D	01/04/2018

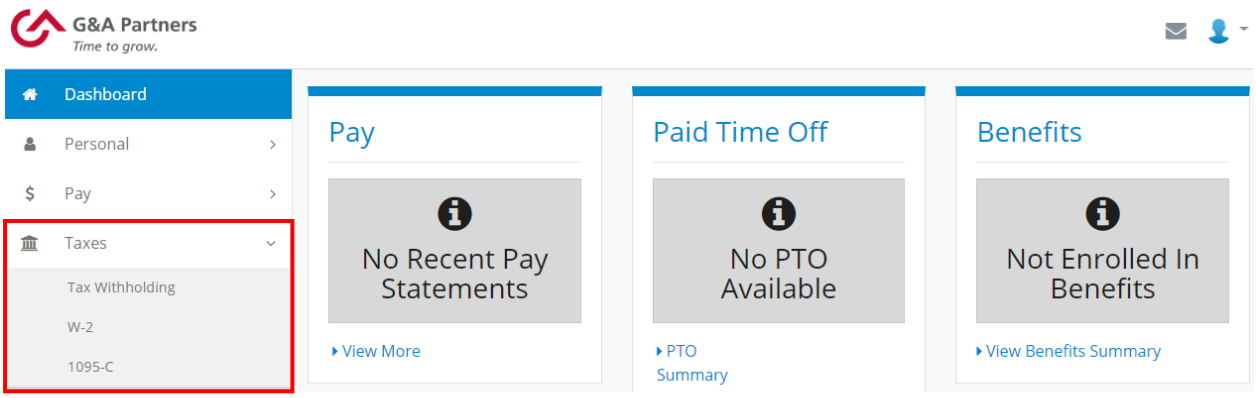
The “Pay Detail” screen will then appear. Click “View Check” to access a PDF file of the pay statement that you will be able to view, print and/or save. When you are done reviewing this pay statement, click “Ok” to return to the “Pay History” screen.



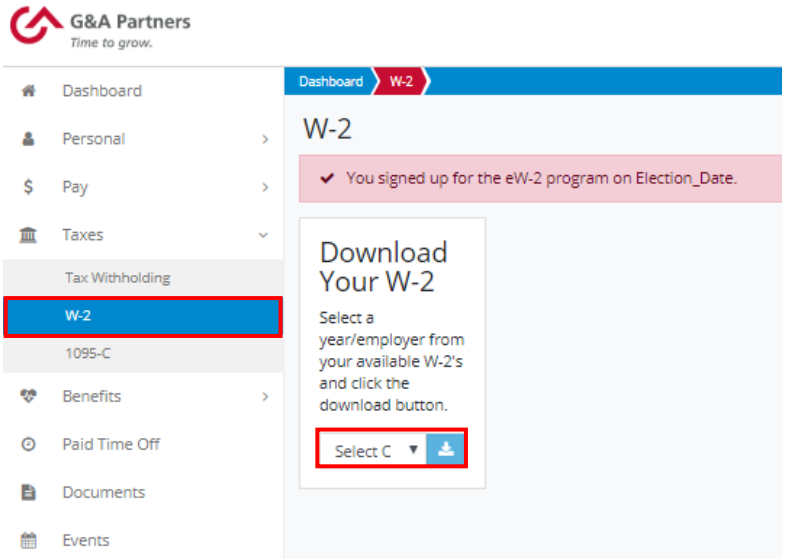
Description	Hours	Rate	Amount	Department	Location
REGULAR PAY	20.00	$35.43	$708.50	06	1
REGULAR PAY	20.00	$35.43	$708.50	07	1

W-2 Statements

To review your tax information, click “Taxes” in the left menu of the dashboard, then click “W-2.”



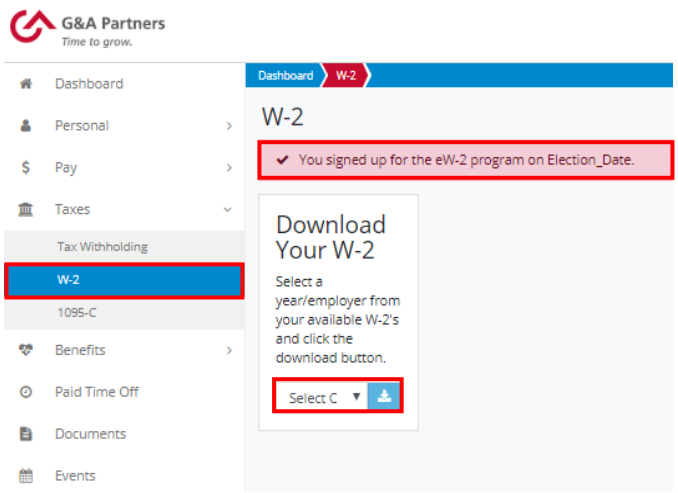
To download a copy of your W-2 statement, choose the appropriate year in the drop-down menu under “Download Your W-2” and click the download icon ( ). A PDF file of your W-2 statement will automatically be downloaded to your computer for you to view, print and/or save.



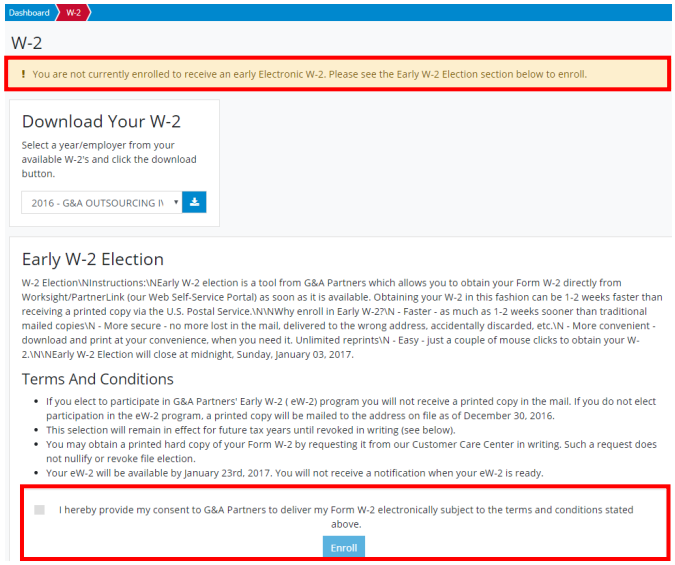
Electronic W-2 (eW-2) Program

You have the option to receive your W-2 statement early (up to two weeks faster than a traditional paper copy sent via mail) by enrolling in the electronic W-2 (eW-2) program.

- If you have previously enrolled in the eW-2 program, you will see a red box toward the top of the "W-2" screen informing you of the date on which you enrolled in the program (as shown in the image on the right).



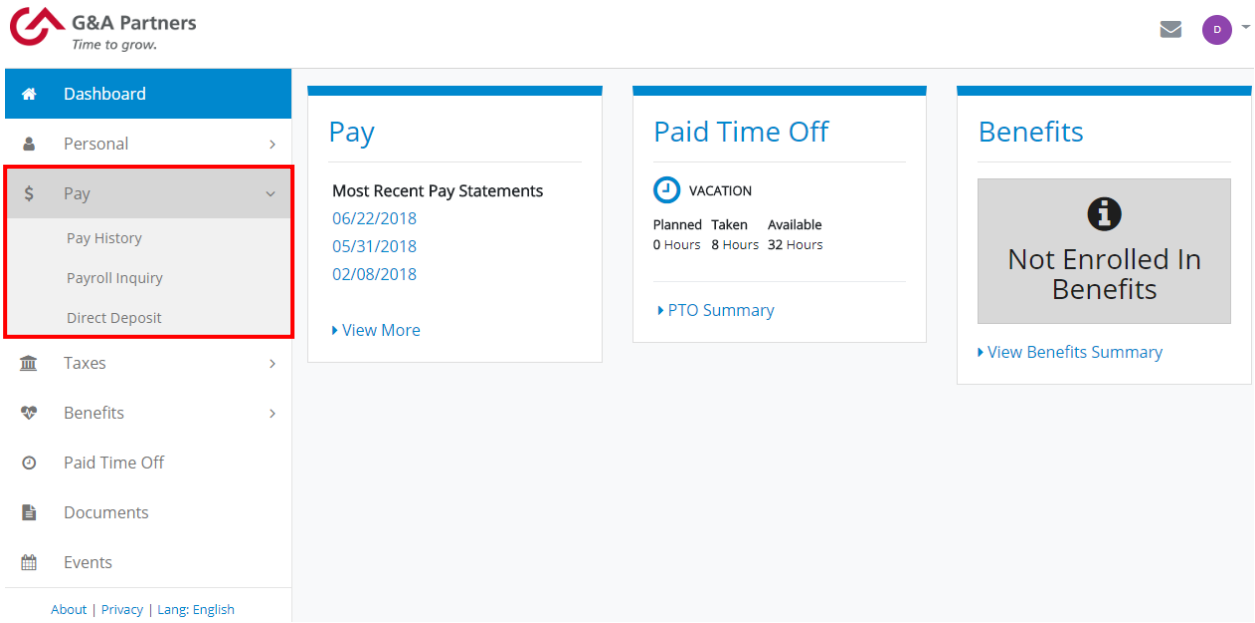
- If you have not enrolled in the eW-2 program, you will see a yellow box toward the top of the "W-2" screen informing you that you are not currently registered for the eW-2 program (as shown below). If you would like to enroll in the eW-2 program, you can do so immediately by scrolling down to the "Early W-2 Election" section at the bottom of the screen, checking the box giving G&A Partners consent to deliver your W-2 electronically, and then clicking "Enroll."



NOTE: The election to receive your W-2 electronically in lieu of a paper copy sent via mail remains in force until you revoke it. If you no longer wish to receive your W-2 electronically, please submit a written request to the G&A Partners Customer Care Center at customercare@gnapartners.com.

Direct Deposit

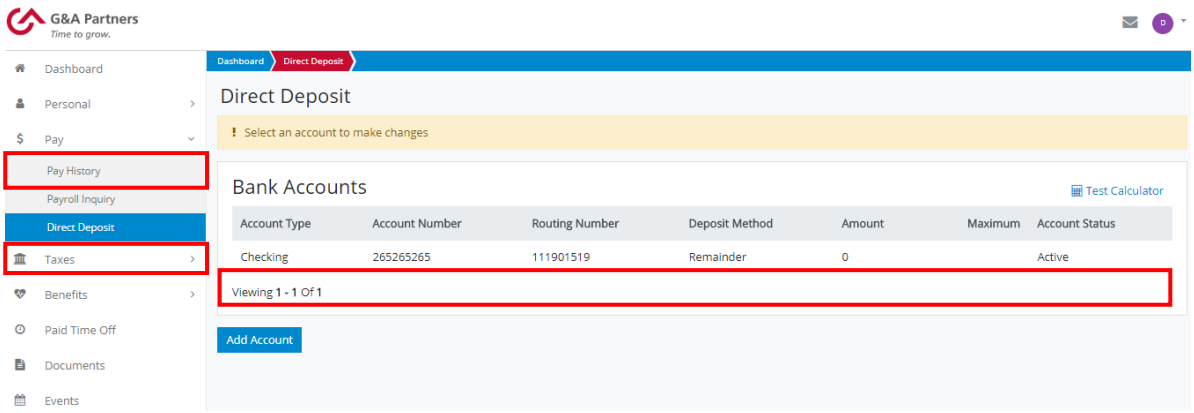
To view or edit your direct deposit information, click “Pay” in the left menu of the dashboard, then click “Direct Deposit.”



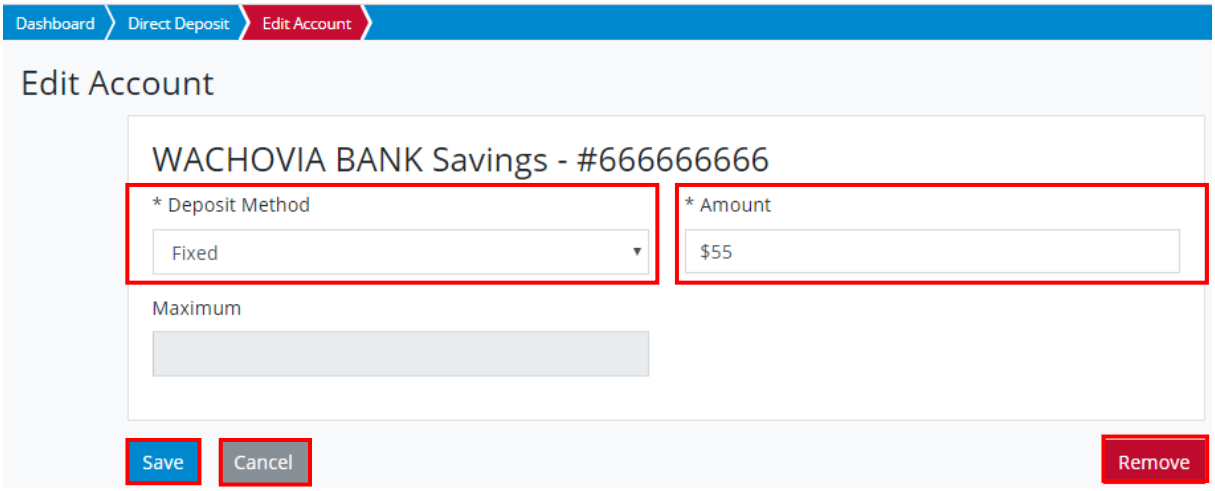
NOTE: To allow for the pre-note process required by most banks for new direct deposits, changes to existing direct deposit account information or the addition of a new direct deposit account could take up to one or two pay periods to become effective. Please keep this in mind when making any changes to your direct deposit information.

Editing an Existing Direct Deposit Account

To view or edit the information for an existing direct deposit account, click the account you want to access (if you have more than one bank account set up).

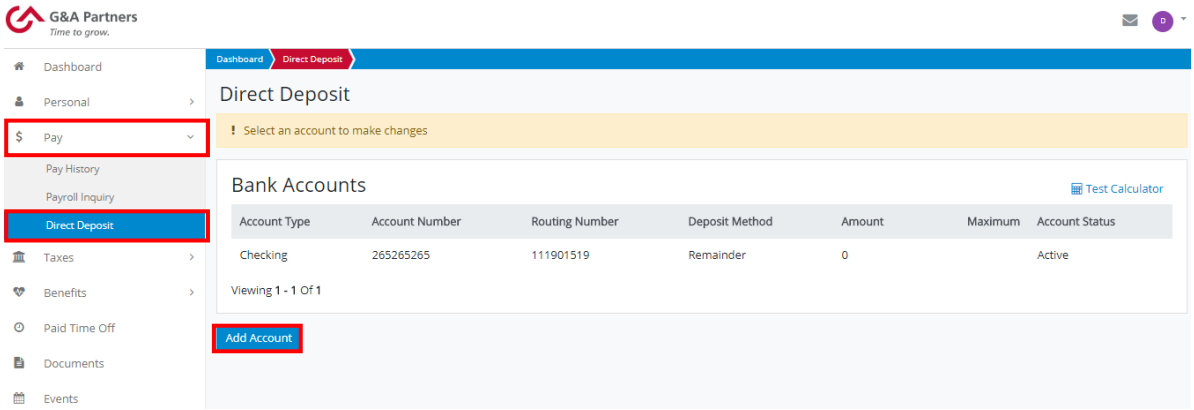


Once you choose the account you want to access, the “Edit Account” screen will appear. From here, you will be able to view/update your deposit method and allocation amount (if you are distributing money to different accounts). When you’re finished making changes, click “Save” to save your information. If you don’t want to save your changes, click “Cancel.” If you’d like to remove this account, click “Remove” at the bottom of the screen.

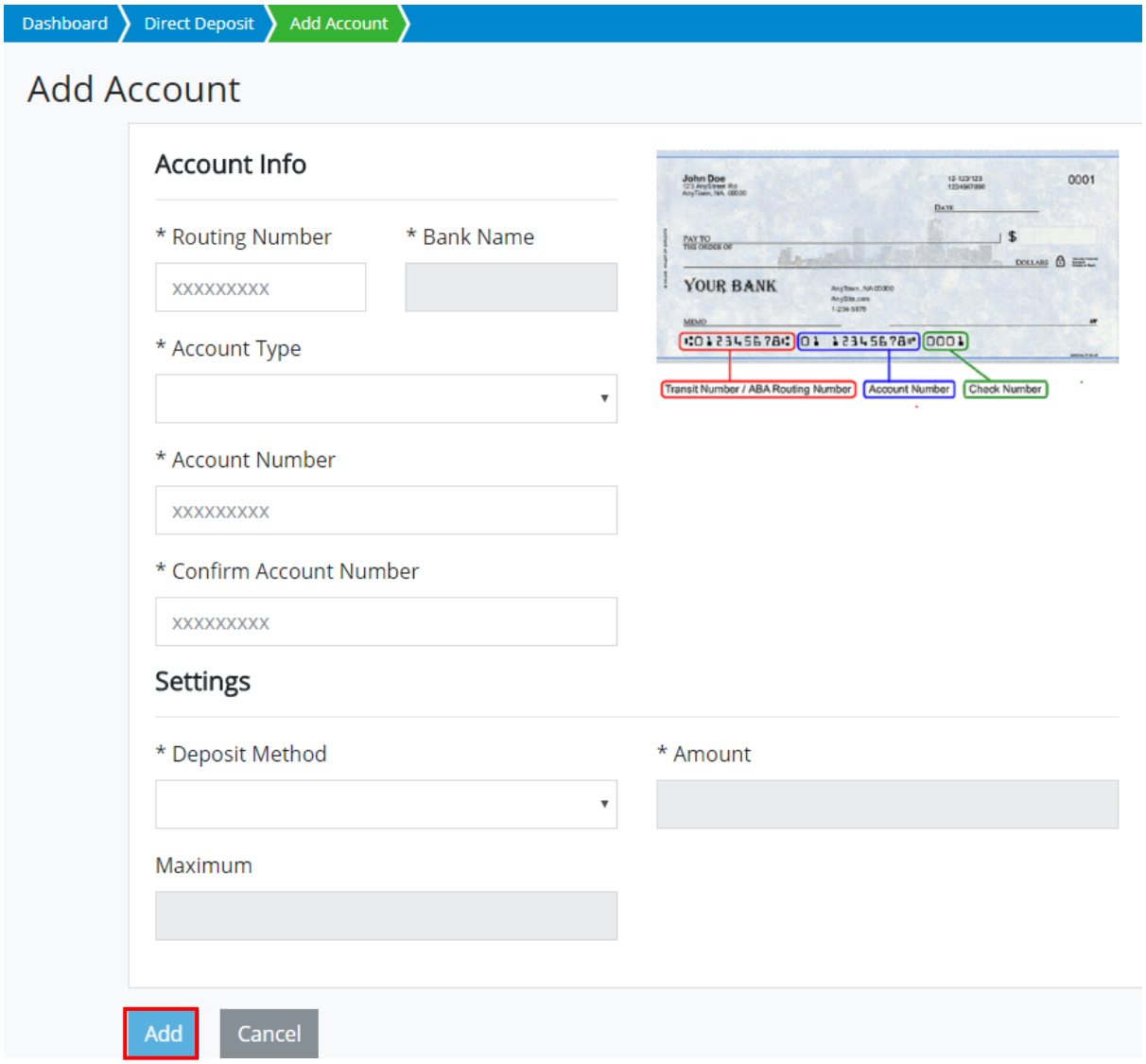


Adding a New Direct Deposit Account

If you would like to add a direct deposit account, click the “Add Account” button at the bottom of the “Direct Deposit” screen.



The “Add Account” screen will appear. From here, you will be able to enter all the necessary information to route your pay to this new account. When you’re finished, click “Add” to add the account.



Personal Information

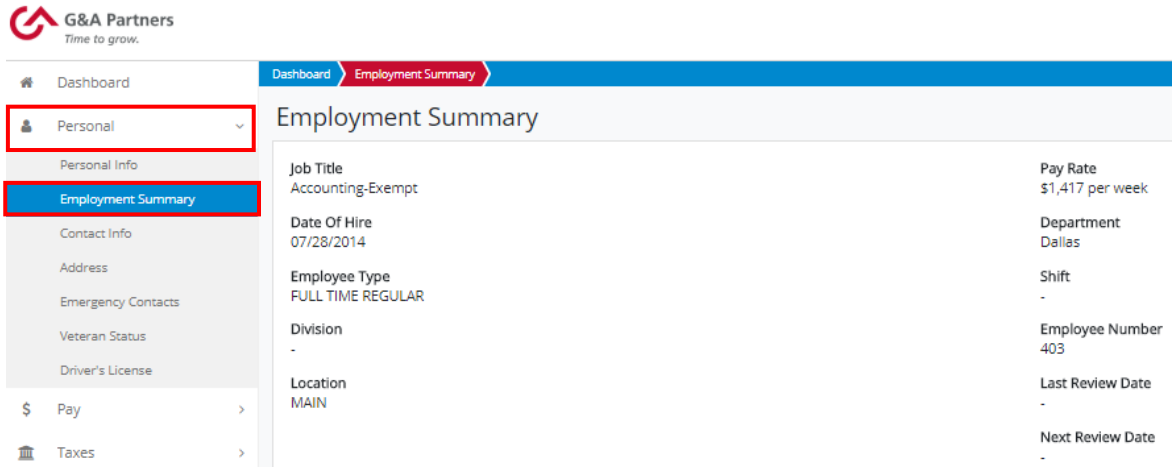
To view and/or update your personal information, click “Personal” in the left menu of the dashboard. You will then be able to choose from several categories of personal information that you can view and/or update:

- Employment Summary
- Contact Info
- Address
- Emergency Contacts
- Veteran Status
- Driver’s License

The next few pages of this guide will describe the functionality available to you for some of these categories.

Employment Summary

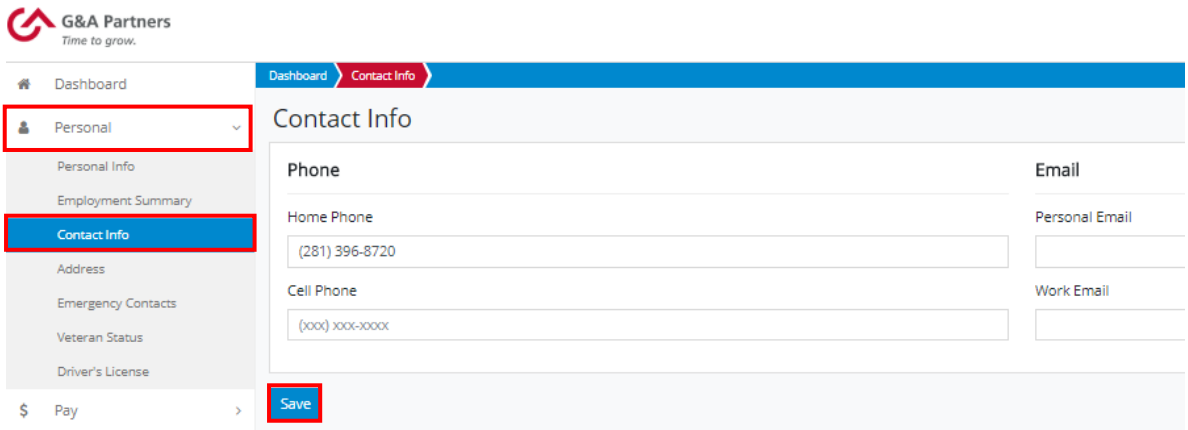
The “Employment Summary” screen provides a brief overview of several of the important employment details for your position, such as your job title, date of hire, employee type (or status), pay rate, etc. While you can view all of these details on the “Employment Summary” screen, only your supervisor can make changes.



Contact Info

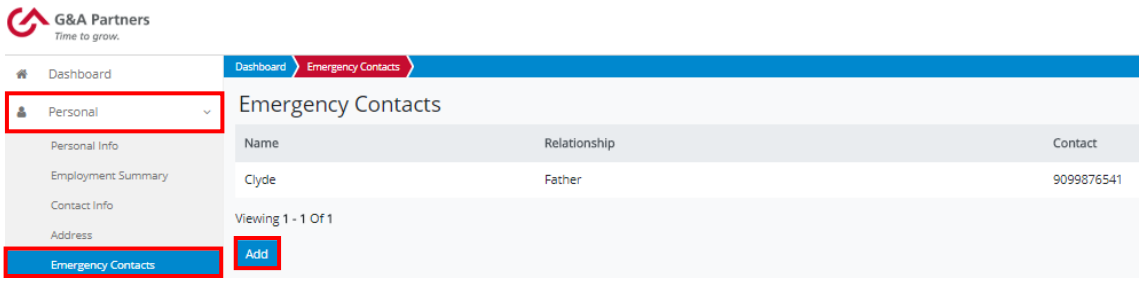
The “Contact Info” screen lists the contact information on file for you, such as your home phone number, cell phone number, personal email address and work email address.

Take a moment to ensure that this information is accurate and complete. You can also update your contact details by editing the information shown in the fields you want to change and then clicking “Save.”

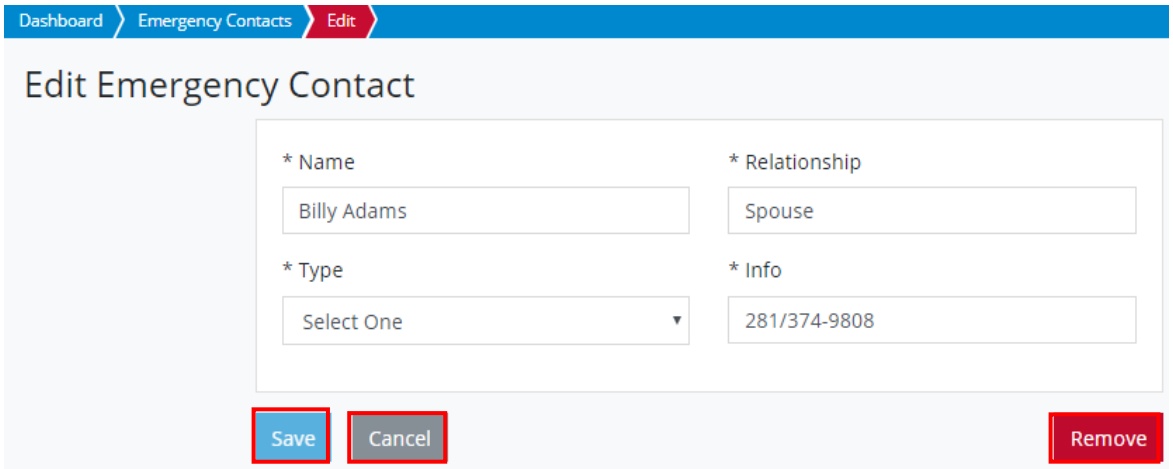


Emergency Contacts

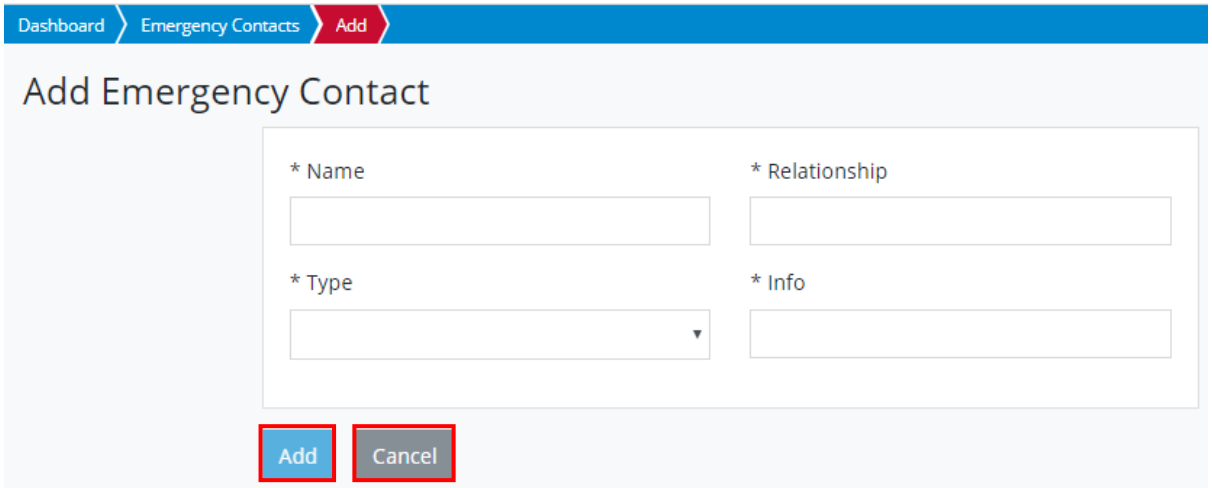
The “Emergency Contacts” screen lists the emergency contact(s) currently on file.



To view/edit the information for an existing emergency contact, click on the person's name to open the "Edit Emergency Contact" screen for that contact. When you're finished making any necessary changes, click "Save" to save the updated information for the contact. If you don't want to save your changes, click "Cancel." If you'd like to remove this emergency contact, click "Remove" at the bottom of the screen.



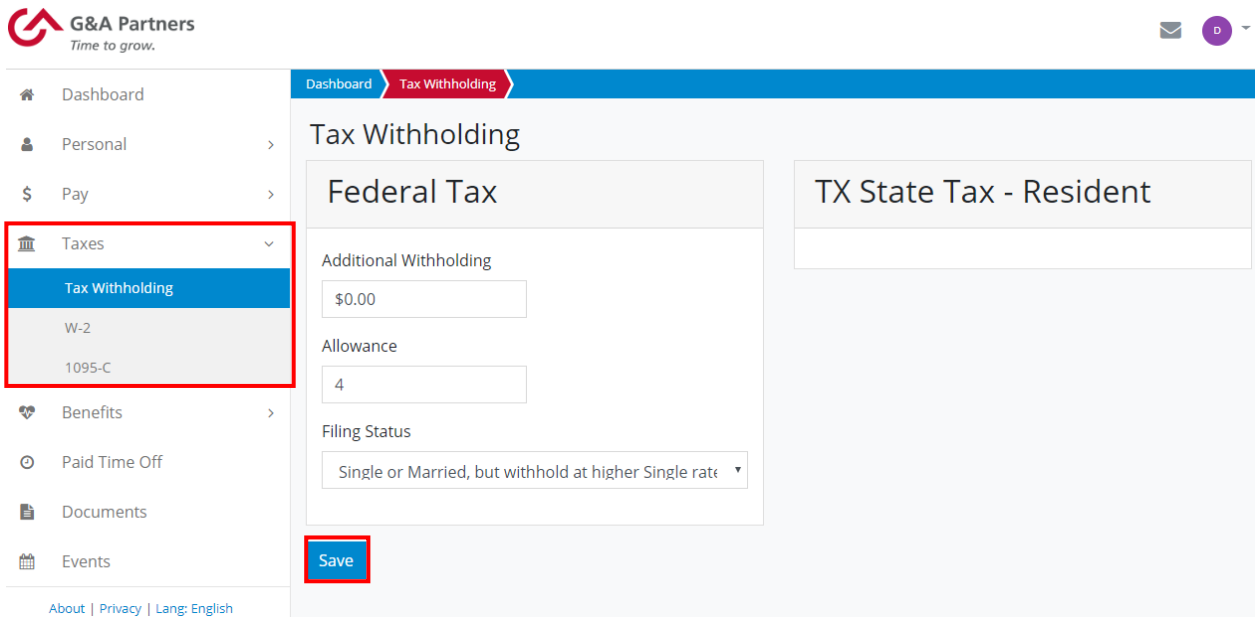
To add a new emergency contact, click "Add" at the bottom of the "Emergency Contact Screen" to open the "Add Emergency Contact" screen. From here, you will be able to enter the necessary information for your new emergency contact. When you're finished entering the information, click "Save" to save the updated information for the new emergency contact. If you don't want to save your changes, click "Cancel."



W-4 and Tax Withholding

To view and/or update your Federal and State tax information, click “Taxes” in the left menu of the dashboard, then click “Tax Withholding.”

Take a moment to ensure that this information is accurate and complete. You can also update your Federal or State tax withholding allowances, exemptions and/or filing status by editing the information shown in these fields and then clicking “Save.”



G&A Partners is committed to providing its valued clients and their employees with the highest level of customer service. If you have any questions, please contact our Customer Care Center and we will be happy to assist you.

G&A Partners Customer Care Center
Hours: Monday – Friday | 7:30 a.m. – 7:00 p.m. CT
Phone: 866.497.4222
Email: customercare@gnapartners.com
Web: www.gnapartners.com/contact-us

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