

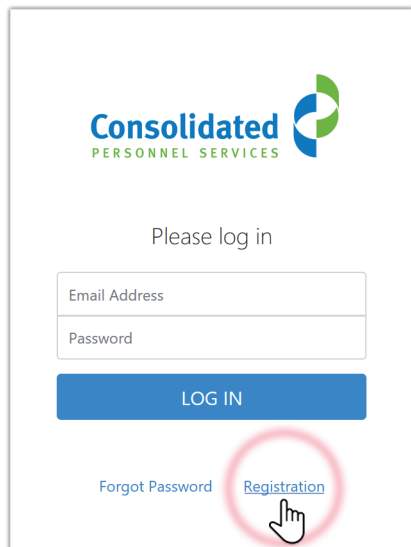
Employee Portal

The Worklio Platform is an HR Information System and payroll software that is controlled through the PEO Interface and the Client Interface and offers worksite employees access through the Employee Interface.

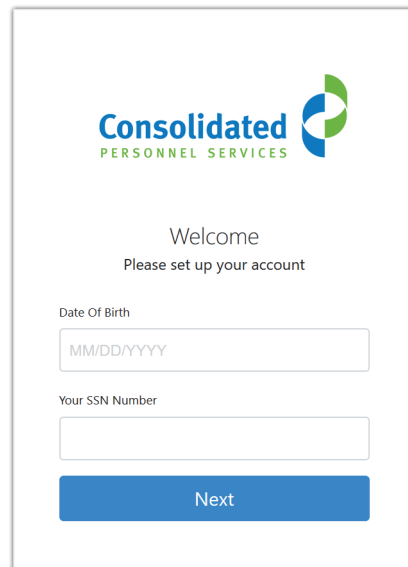
<https://cpspeoe.worklio.com>

Login and Registration

When you reach this Employee Login screen for the **first time**, click "**Registration**" in the lower right. This initial login will ask you to enter your Date of Birth and your Social Security Number. If all of the data matches, you will be asked to establish your login information: an email address and a personal password.



The login screen features the Consolidated Personnel Services logo at the top. Below the logo, the text "Please log in" is centered. There are two input fields: "Email Address" and "Password". A blue "LOG IN" button is positioned below the fields. At the bottom left, there is a "Forgot Password" link. At the bottom right, there is a "Registration" link, which is highlighted with a red circle and a hand cursor icon.



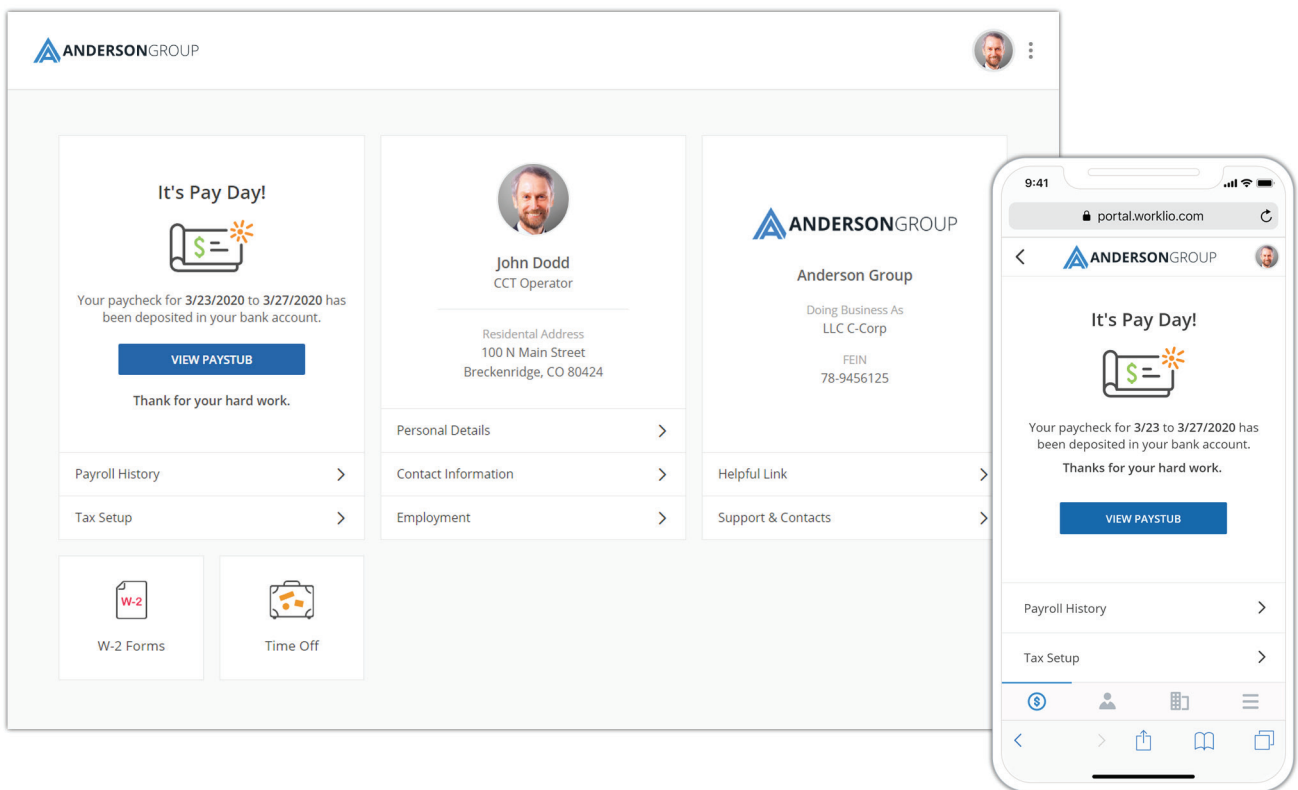
The registration screen features the Consolidated Personnel Services logo at the top. Below the logo, the text "Welcome" and "Please set up your account" is centered. There are two input fields: "Date Of Birth" with a placeholder "MM/DD/YYYY" and "Your SSN Number". A blue "Next" button is positioned below the fields.

The Main Page

The Employee Portal is tailored to the needs of worksite employees.

The Employee Portal includes:

- Payroll History
- Time Off Overview
- Personal Information
- Contact Information
- Employment Detail
- Tax Setup
- W-2 Form



Payroll History

Your paystubs are available online. Click on the pay period dates to access the corresponding paystub.

The screenshot shows the Anderson Group Employee Portal interface. The top navigation bar includes a home icon, the Anderson Group logo, and a user profile icon. The main content area is titled "Payroll History" and features a dropdown menu for selecting a year (2019 is selected, with 2020 also visible). Below the dropdown is a table listing payroll entries with columns for Actions, Pay Period, Payroll Type, Pay Statement, Payment Type, and Pay Date. Two entries are shown for 2019, both for Regular payroll. A hand cursor is shown clicking on the "Detail" link for the entry with pay period 04/06 - 4/12/2019.

The second screenshot shows the "Payroll Detail" page for the selected entry. It features a PDF download link for "PayStatement-1050004834.pdf". Below this are two summary boxes: "GENERAL" and "TOTAL". The "GENERAL" box contains details for the pay statement and period. The "TOTAL" box shows Gross Pay (\$1,048.80), Taxes (\$203.73), Net Pay (\$845.07), and Deductions (\$0.00). At the bottom, there is a table for "Net Pay Distribution" with columns for Type, Rate, Hours / Units, Current, and YTD.

Payroll Type	Pay Statement	Payment Type	Pay Date
Regular	00000001050004834	Net Pay Allocation	4/19/2019
Regular	00000001050004770	Net Pay Allocation	4/12/2019

GENERAL		TOTAL	
PAY STATEMENT	PAY DATE	GROSS	TAXES
00000001050004834	04/19/2019	\$1,048.80	\$203.73
PAY PERIOD	PAYROLL TYPE	NET PAY	DEDUCTIONS
4/6/2019 - 4/12/2019	Regular	\$845.07	\$0.00

Type	Rate	Hours / Units	Current	YTD
Hourly	\$26.22	40	\$1,048.80	\$15,181.38
Holiday	\$0.00	0	\$0.00	\$0.00

Time Off Overview (where applicable)

You can view your available Time Off balance.

Rule Name	Balance Updated Through	Current Balance	Total Hours Used	Total Hours Accrued
Vacation	1/11/2020	38 Hours (Available: 20 Hours)	2	10

Personal Information

You can view your Personal Information.

Several pages on the Employee Portal are for informational purposes only. Please contact your worksite employer with any necessary corrections.

EMPLOYEE NAME [EDIT](#)

Name: John Dodd
Other Names: -
Nickname: -

PROFILE PHOTO [EDIT](#)

GENERAL [EDIT](#)

Social Security Number: ***-**-6566 | [Unmask](#)
Date Of Birth: -
Gender: -
Citizenship: A citizen of the United States
Drivers License: -
Drivers License Expiration Date: -
Drivers License Class: -
Drivers License State: -

SIGNATURE [EDIT](#)

Contact Information

You keep track of your own contact information, including residential address, personal phone numbers, email addresses, and company phone numbers and email addresses.

Home | ANDERSONGROUP

< | Contact Information

RESIDENTIAL ADDRESS

Address	5021 Gaston Ave Boca Raton, FL 33431
---------	---

CONTACT INFORMATION

Personal Phone	-
Personal Cell Phone	-
Personal Email Address	j.dodd@andersongroup.com
Company Phone	-
Company Cell Phone	-
Company Email Address	-

EMERGENCY CONTACT

Full Name	-
Phone	-
Alternate Phone	-

Employment Details

Specific information about your employment is available, including position details and compensation.

Home | ANDERSONGROUP

< | Employment

POSITIONS DETAILS





Position	Admin
Work Location (Default)	Location FL
Department	department a
Reports To	-
Work Compensation Code (Default)	-


COMPENSATION

Employment Type	Regular Part-Time
Compensation Type	Hourly
Pay Period	Weekly
Worker Type	Non-Exempt
Hourly Rate	\$0.00
Compensable Hours	20

Tax Setup

You can view your current tax setup for Federal and State taxes.

 Tax Setup

GENERAL

Active From	03/01/2018
Residential Address	5021 Gaston Ave Boca Raton, FL 33431
Primary Work Location	6837 NW 4th Ct Plantation, FL 33317

FEDERAL TAXES

Federal Additional Withholding	\$0.00
Federal Allowances	0
Federal Filing Status	Married
Override Multi-State Calculation	No

STATE TAXES - FL(RESIDENTIAL LOCATION)

Nonresident Certificate	No
-------------------------	----

W-2 Form

You can view your W-2 Form.

ANDERSONGROUP

W-2 Forms

SELECTED W-2 FORM
2020

BOX A-F GENERAL

a Employee's Social Security Number 999-88-1234

b Employer Identification Number (EIN) 12-3456789

c Employer's Name, Address And ZIP Code John Dodd
South street 1
Miami, FL 33433

e Employee's Name, Address And ZIP Code 5021 Gaston Ave
Boca Raton, FL 33431

BOX 1-11 FEDERAL

1 Wages, Tips, Other Compensation	\$207,063.07	7 Social Security Tips	\$0.00
2 Federal Income Tax Withheld	\$74,557.07	8 Allocated Tips	\$0.00
3 Social Security Wages	\$128,400.00	10 Dependent Care Benefits - Sec 125 Dependent Care	\$0.00
4 Social Security Tax Withheld	\$7,960.80	11 Nonqualified Plans	\$0.00
5 Medicare Wages And Tips	\$207,063.07	11 Nonqualified Plans - 457	\$0.00
6 Medicare Tax Withheld	\$3,065.98		

BOX 12 CODES

BOX 13 CHECKBOXES

Statutory Employee	X No	Third-Party Sick Pay	X No
Retirement Plan	X No		

BOX 14 OTHER

BOX 15-20 STATE

State	Employer's State ID Number	State Wages, Tips, Etc.	State Income Tax
Florida	53245645 (667)	\$207,063.15	\$0.00

Locality Name	Local Wages, Tips, Etc.	Local Income Tax
No data		

Steps to Activate the Worklio Employee Mobile App

There are six steps to activate the Worklio Employee Mobile App. Then the employee can access the app with the same login credentials that they use for the Employee Portal.

STEP 1: Install the Worklio Mobile App

Go to the App Store for Apple products (i.e., tap the Apple Store icon on an iPhone) or the Google Play Store for Android products (i.e., tap the Play Store icon on an Android phone). Search for “Worklio Employee”.

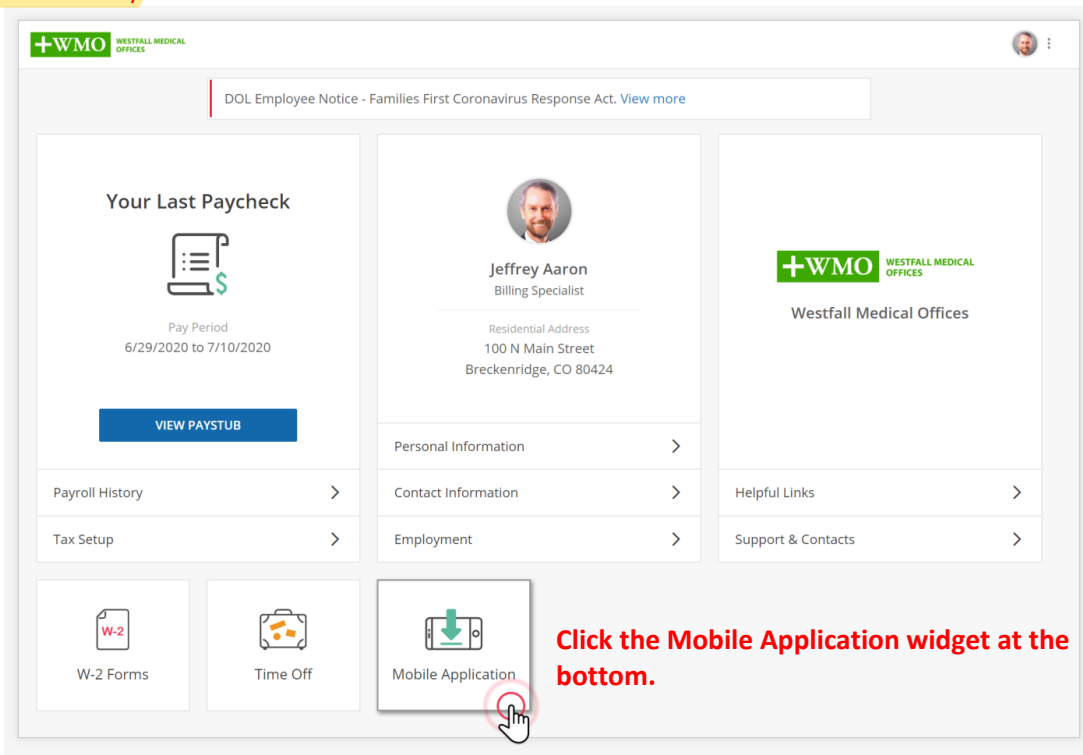
Download and install the app. It should only take a few moments.



The direct URL for the App Store is: <https://apps.apple.com/us/app/id1513906083>

The direct URL for the Google Play Store is:
<https://play.google.com/store/apps/details?id=com.worklio.employee>

STEP 2: Access the Employee Portal Log into the Employee Portal. <https://cpspeeee.worklio.com>
(If you don't see the mobile option call 602-230-8940 and request mobile access be granted to your employee portal account)



STEP 3: Generate a Pairing Code (If you don't see the mobile option call 602-230-8940 and request mobile access be granted to your employee portal account)

The Worklio Employee Mobile App shows the information from the Employee Portal. They must be connected. On the Mobile Application page, find the Pairing Code information.

Mobile Application

The Worklio Employee App is now available to give you mobile access to your Employee Portal. The first step is to connect the app to the Worklio Employee Portal. Generate a Pairing Code below and enter it into the mobile app. Pairing code expires after 60 minutes.

DEMLLFPHK5

[Send by SMS](#) | [Send by Email](#)

Paired Devices

This is a list of all of the devices that are paired to this Employee Account. Click "Unpair" to remove devices that are no longer active.

Actions	Device	Version	Paired On
Unpair	SM-G935F	1.1.6	7/13/2020, 4:16 PM

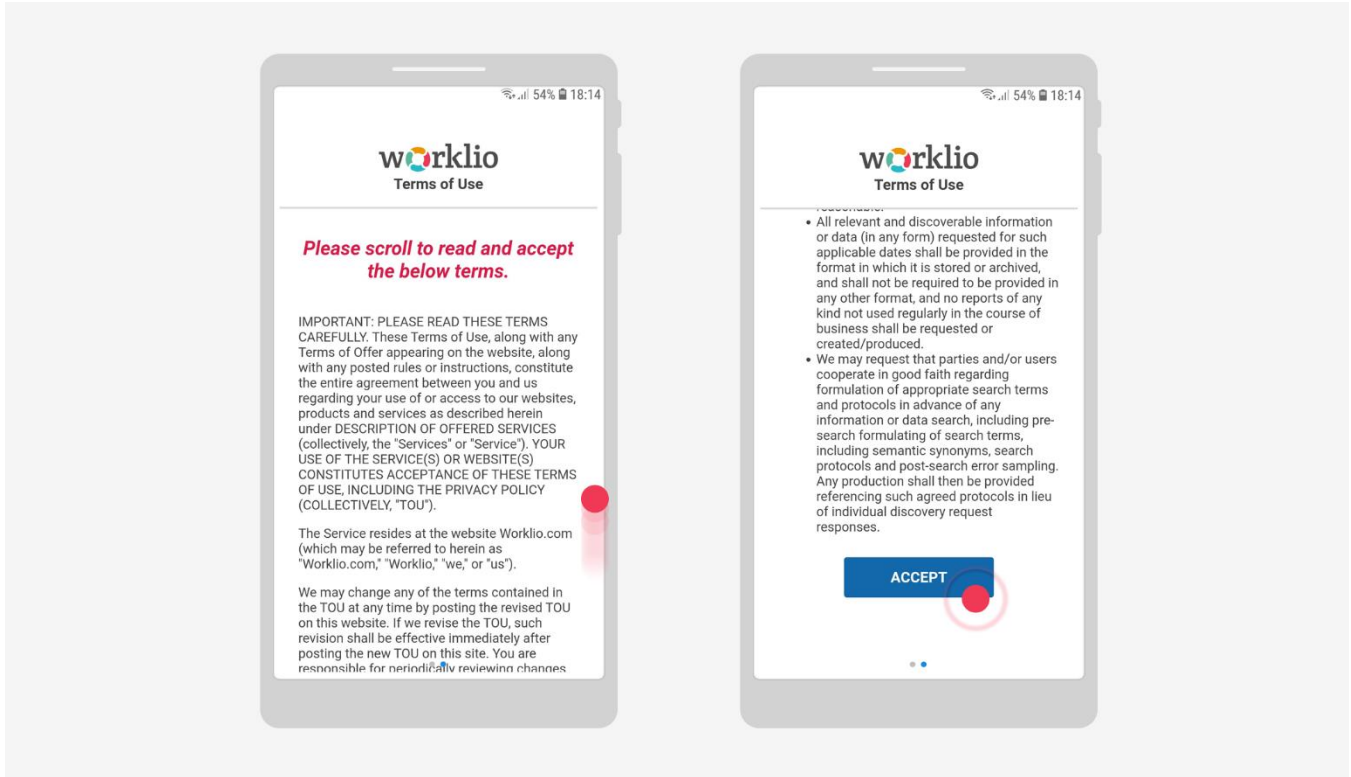
Don't have our mobile app yet? Get it on the Apple App Store or on Google Play.

Pairing Codes expire in 60 minutes. If necessary, go to the Employee Portal Mobile Application page and click **"Generate"** for a new one.

STEP 4: Open the Worklio Employee Mobile App

On the smartphone, open the Worklio Employee Mobile App. On the Welcome page, click "NEXT".

STEP 5: Accept the Terms of Use

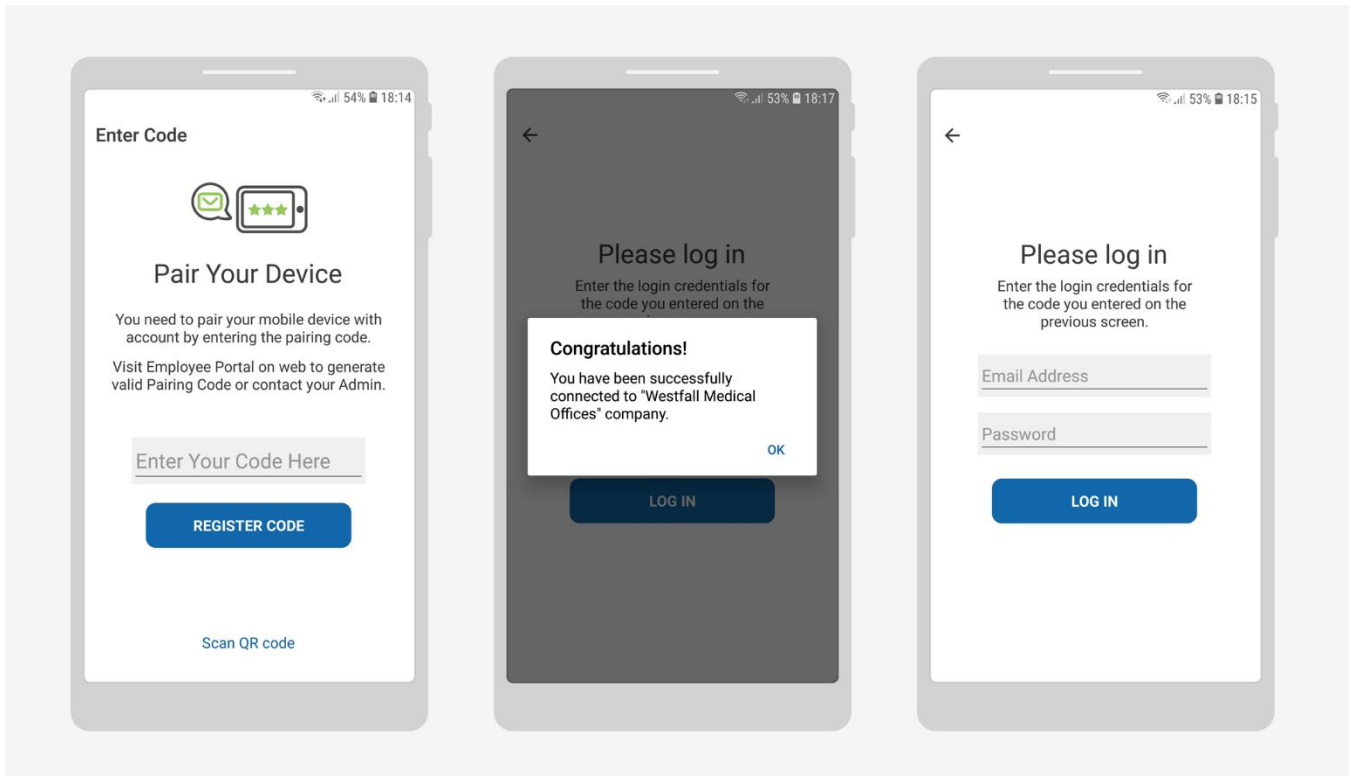


Read the Terms of Use. At the bottom of the page, click “ACCEPT”.

STEP 6: Connect the Worklio Employee Mobile App to the Employee Portal

There are two options for pairing the app to the Employee Portal.

- 1 Use the phone to scan the QR Code on the Employee Portal.
- 2 Enter the Pairing Code.



Pairing the device connects the Worklio Employee Mobile App to the Employee Portal. **Portal & App update every pay day.**

Multiple mobile phones can be connected to the Employee Portal. Go to the Mobile Application page of the Employee Portal to generate new codes to link them.

All of the paired devices will be listed on the page. Click “Unpair” to remove access (i.e., if the phone is lost or replaced).

The same email and password that is used for the Employee Portal provides access to the Worklio Employee Mobile App.