

G&A Partners Technology Suite

Employee User Guide



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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 AccessHR and we will be happy to assist you.

G&A Partners AccessHR:

- Hours: Monday – Friday | 7:30 a.m. – 7:00 p.m. CT
- Phone: [1-866-497-4222](tel:1-866-497-4222)
- Email: accesshr@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 be 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](#)

NOTE: If you are expecting but have not received this email, please contact G&A Partners AccessHR 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.


Create Password

 janetbreck23@gmail.com

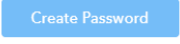
* NEW PASSWORD 

☐ SHOW PASSWORD


 Password must be at least 12 characters long, score 'Strong' on the gauge above, and cannot have been used previously

* CONFIRM NEW PASSWORD 


☐ SHOW PASSWORD




Log In

* EMAIL 

[Forgot Email?](#)

* PASSWORD 

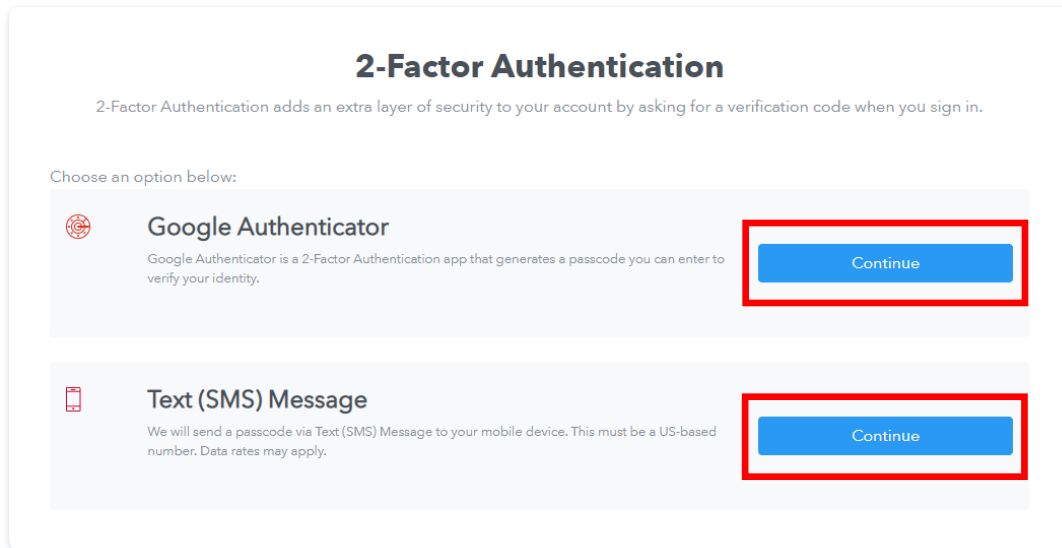
☐ SHOW PASSWORD [Forgot Password?](#)



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.




2-Factor Authentication

2-Factor Authentication adds an extra layer of security to your account by asking for a verification code when you sign in.

Choose an option below:

 **Google Authenticator**
Google Authenticator is a 2-Factor Authentication app that generates a passcode you can enter to verify your identity.

Continue

 **Text (SMS) Message**
We will send a passcode via Text (SMS) Message to your mobile device. This must be a US-based number. Data rates may apply.

Continue

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 G&A Partners AccessHR 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.

* CURRENT PASSWORD

☐ SHOW PASSWORD

* QUESTION #1

Select a Question... ▼

* QUESTION #1 ANSWER

* QUESTION #2

Select a Question... ▼

* QUESTION #2 ANSWER

* QUESTION #3

Select a Question... ▼

* QUESTION #3 ANSWER








Save

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.

Home > Account Settings

Account Settings

	WORKSIGHT 2.0 DISPLAY NAME Janet Breck	Edit
	WORKSIGHT 2.0 EMAIL janetbreck23@gmail.com	Edit
	WORKSIGHT 2.0 PASSWORD *****	Edit
	WORKSIGHT 2.0 2-FACTOR AUTHENTICATION *****	Edit
	WORKSIGHT 2.0 SECURITY QUESTIONS *****	Edit
	WORKSIGHT 2.0 PHONE NUMBER +1 (888) 888-8888	Edit
	WORKSIGHT 2.0 TIMEZONE Central Time (US & Canada)	Edit

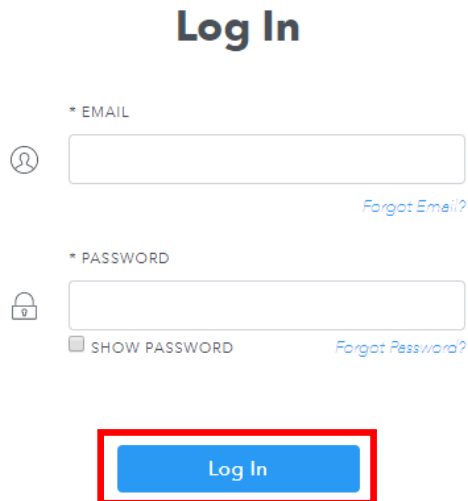
* Changes made on this page are specific to WorkSight 2.0 only and are not updated in any other system

[Continue](#)

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

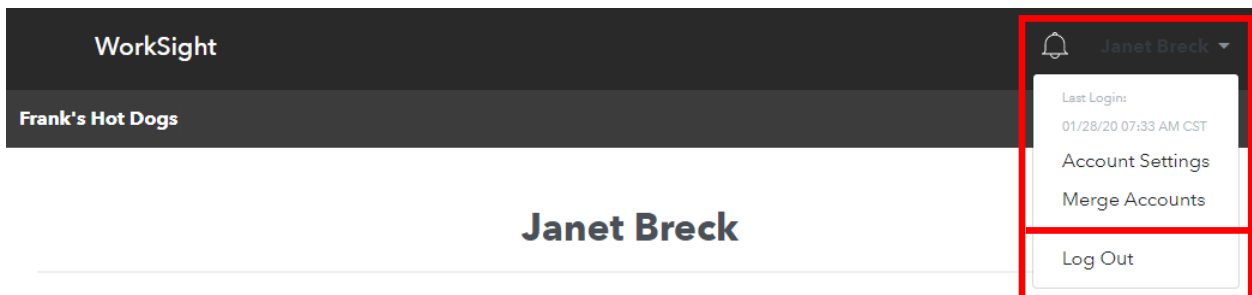
To log into WorkSight, visit worksight2.gnapartners.com. Enter your email address and password, then click the “Log In” button at the bottom of the page.



The image shows the WorkSight login interface. At the top, the text "Log In" is centered. Below it, there are two input fields. The first is labeled "* EMAIL" and has a user icon to its left. To the right of the email field is a link that says "Forgot Email?". The second input field is labeled "* PASSWORD" and has a lock icon to its left. Below the password field is a checkbox labeled "SHOW PASSWORD" and a link that says "Forgot Password?". At the bottom of the form is a blue button with the text "Log In". The button is highlighted with a red rectangular border.

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.

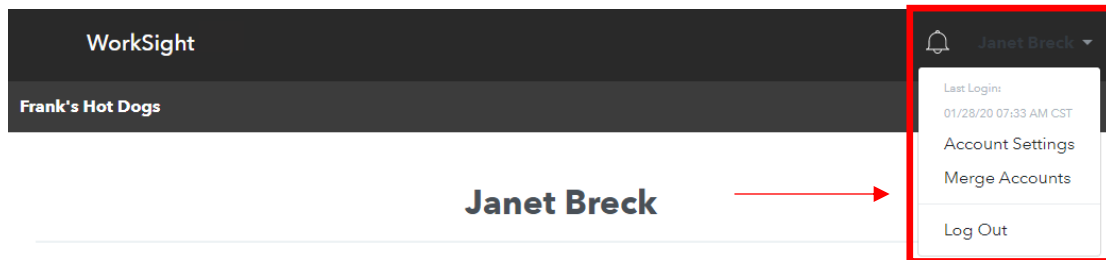


The image shows the WorkSight user interface. At the top, there is a dark header bar with the text "WorkSight" on the left and a user profile on the right. The user profile shows a bell icon, the name "Janet Breck", and a dropdown arrow. Below the header bar, there is a dark bar with the text "Frank's Hot Dogs". In the center of the page, the name "Janet Breck" is displayed. On the right side, a dropdown menu is open, showing the following options: "Last Login: 01/28/20 07:33 AM CST", "Account Settings", "Merge Accounts", and "Log Out". The "Log Out" option is highlighted with a red rectangular border.

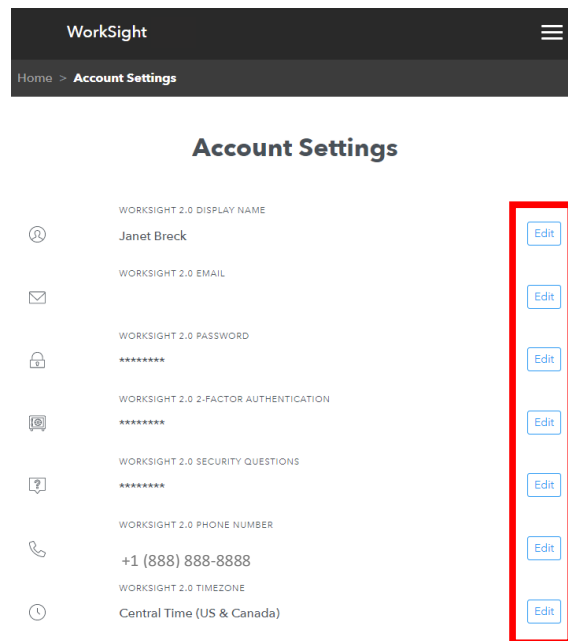
Updating Your Account Settings

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.



* Changes made on this page are specific to WorkSight 2.0 only and are not updated in any other system

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 G&A Partners AccessHR 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.

Log In

* EMAIL

[Forgot Email?](#)

* PASSWORD

☐ SHOW PASSWORD [Forgot Password?](#)

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."

Reset Password

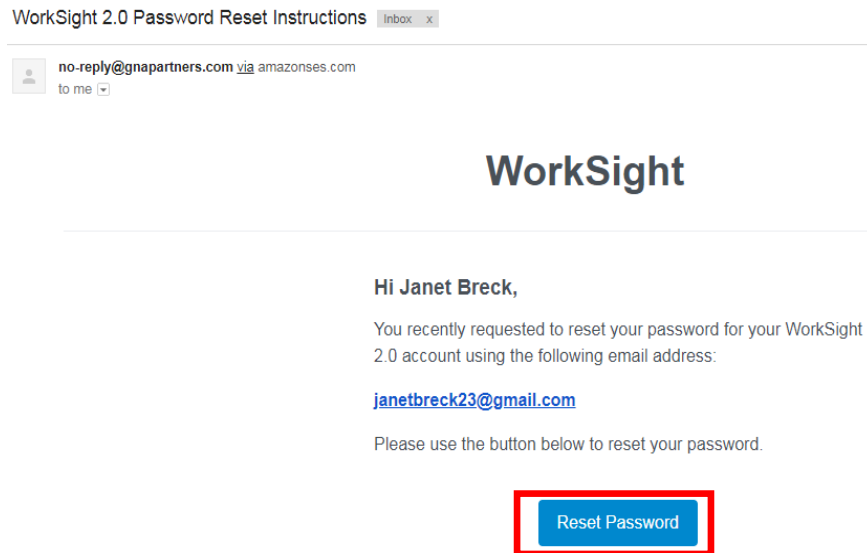
Enter your WorkSight 2.0 account email to receive a password reset link

* EMAIL

[Return to Login](#)

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 AccessHR 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."

Reset Password

✉ janetbreck23@gmail.com

Please answer the following security question:

* WHAT IS THE NAME OF YOUR FAVORITE CHILDHOOD FRIEND?

Continue

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

Reset Password



janetbreck23@gmail.com

* NEW PASSWORD



☐ SHOW PASSWORD

Password must be at least 12 characters long, score 'Strong' on the gauge above, and cannot have been used previously

* CONFIRM NEW PASSWORD



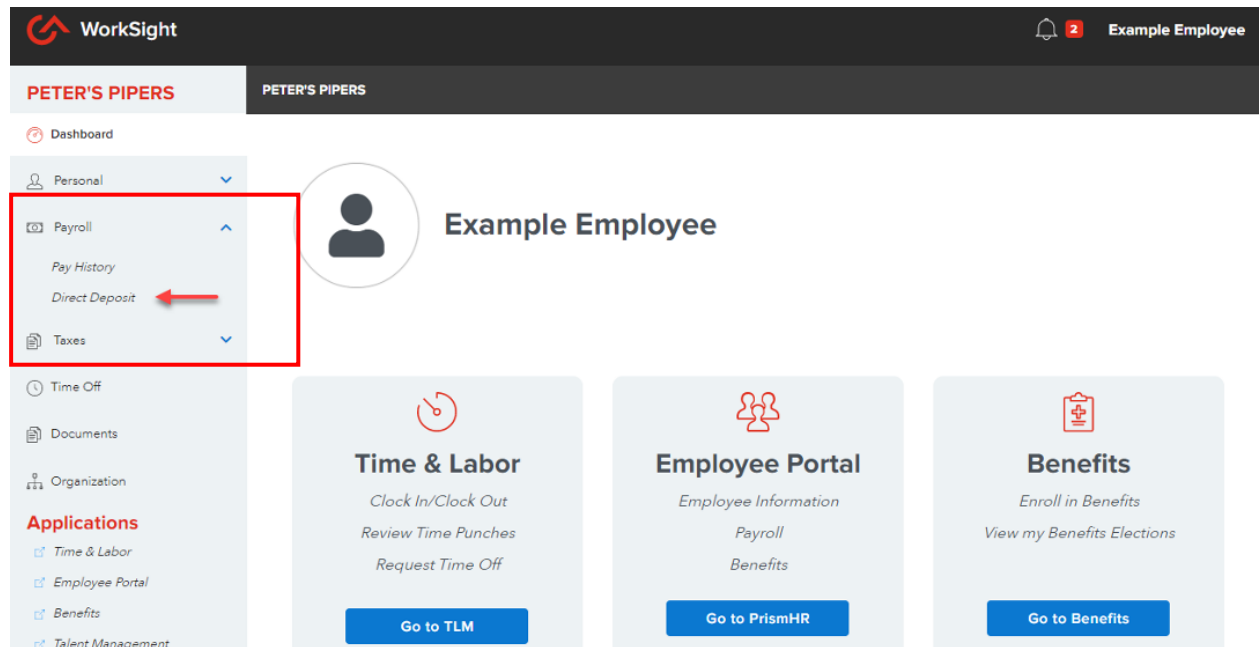
☐ SHOW PASSWORD

Reset Password

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

Direct Deposit

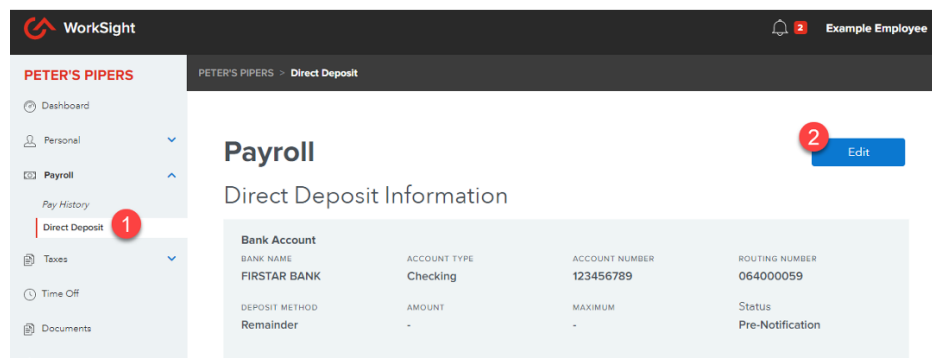
To view or edit your direct deposit information, click “Payroll” in the left menu of the dashboard, then click “Direct Deposit.”



NOTE: To allow for the pre-note process required by most banks for new direct deposits, please make sure to have all direct deposit changes entered no less than three business days prior to your check date. 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 “Edit” at the top of the Direct Deposit screen.



The “Edit Direct Deposit” 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). You can delete your existing direct deposit by clicking the trash can in the upper right corner, then add a new account or add a second or third direct deposit account by choosing “Add Account” in the bottom left corner. When you’re finished making changes, click “Save” to save your information.

WorkSight Example Employee

PETER'S PIPERS > Direct Deposit > **Edit Direct Deposit**

Edit Direct Deposit

Bank Account

* ROUTING NUMBER: 064000059

* BANK NAME: U.S. BANK NATIONAL ASSOCIATION

* ACCOUNT TYPE: Checking

* ACCOUNT NUMBER: 123456789

* CONFIRM ACCOUNT NUMBER: 123456789

* DEPOSIT METHOD: Remainder

* AMOUNT:

MAXIMUM:

* STATUS: Pre-Notification

To delete existing account

To add an additional account

Add Account Save

Adding a New Direct Deposit Account

If you would like to add a direct deposit account, “Edit” at the top of the Direct Deposit screen.

WorkSight Example Employee

PETER'S PIPERS > **Direct Deposit**

Payroll

Direct Deposit Information

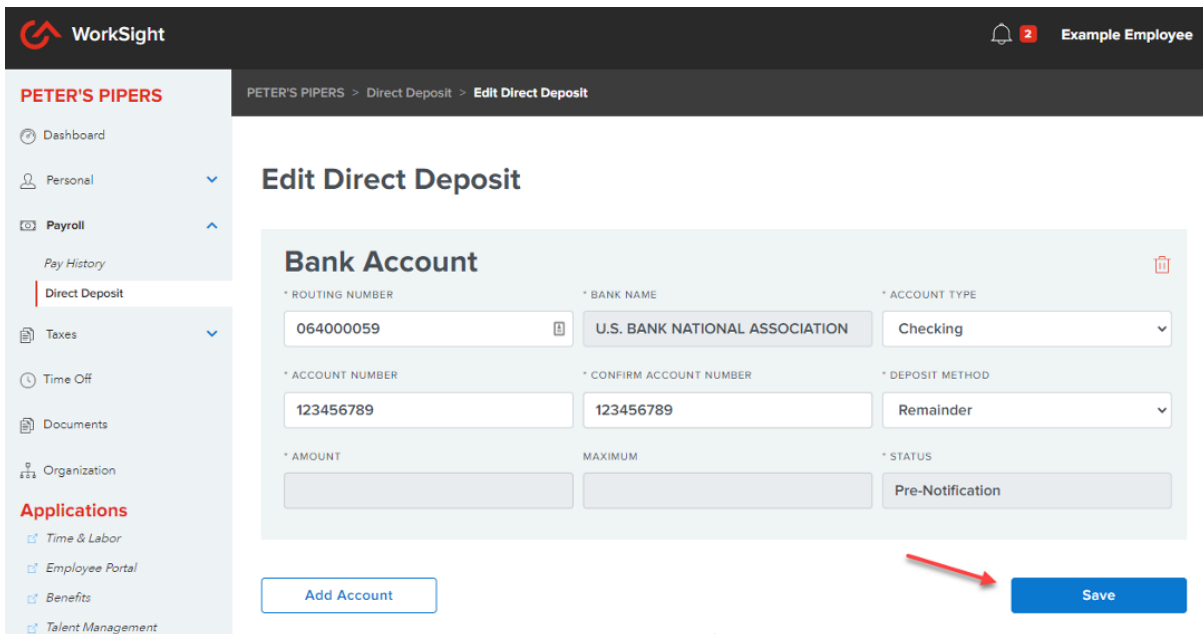
'Edit' to set up your Direct Deposit information

Edit

The “Edit Direct Deposit” screen will appear. From here, you will be able to enter all the necessary information to route your pay to this new account. There are three deposit methods to choose from:

- Fixed – This is a flat dollar amount you want deposited into a separate account each pay period (i.e. savings account you want \$100 to deposit into)
- Percent – This is a percent of your wages you want deposited into a separate account each pay period (i.e. savings account you want 10% to deposit into)
- Remainder – Choose this option if you are setting up only one account. This will deposit your entire check into your account regardless of the amount.

When you’re finished, click “Save” to add the account.



WorkSight Example Employee

PETER'S PIPERS > Direct Deposit > Edit Direct Deposit

Edit Direct Deposit

Bank Account

* ROUTING NUMBER	* BANK NAME	* ACCOUNT TYPE
064000059	U.S. BANK NATIONAL ASSOCIATION	Checking
* ACCOUNT NUMBER	* CONFIRM ACCOUNT NUMBER	* DEPOSIT METHOD
123456789	123456789	Remainder
* AMOUNT	MAXIMUM	* STATUS
		Pre-Notification

[Add Account](#) [Save](#)

Personal Information

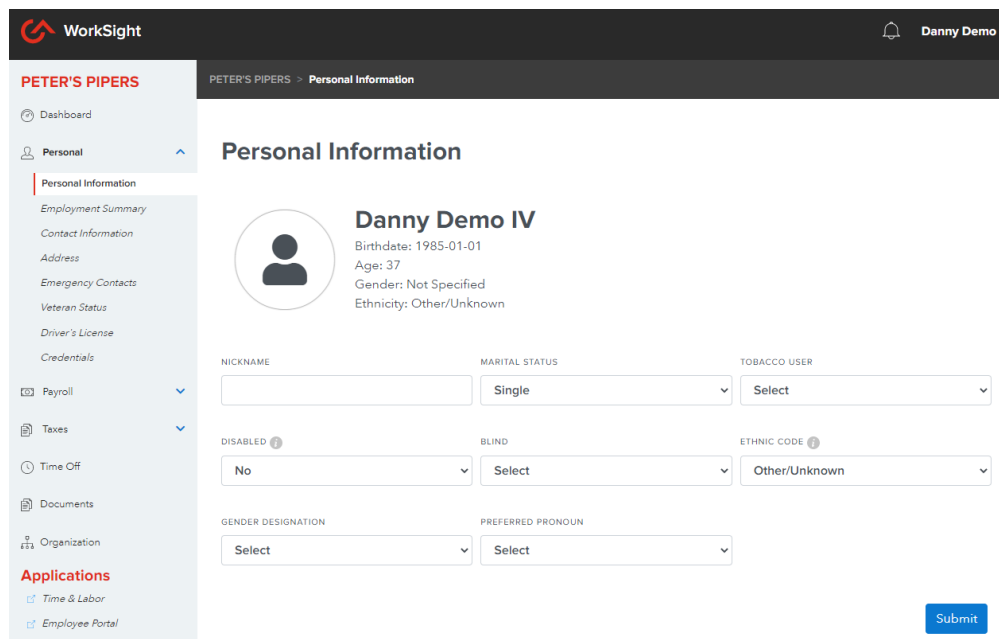
To view and/or update your personal information, click “Personal” in the left menu of the dashboard. You will then be able to choose from several categories of personal information that you can view and/or update:

- Personal Information
- Employment Summary
- Contact Information
- Address
- Emergency Contacts
- Veteran Status
- Driver's License
- Credentials

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

Personal Information

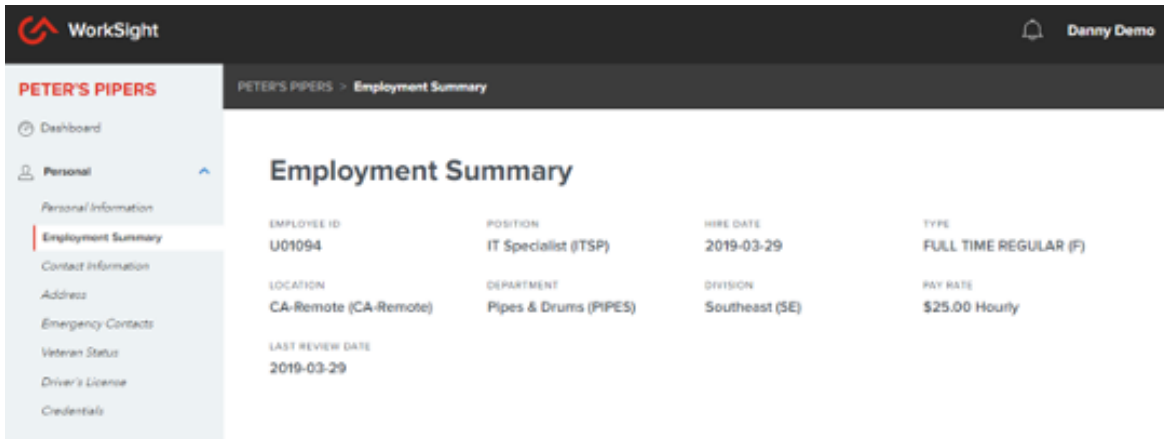
The “Personal Information” screen provides a brief overview of your personal information, such as your nickname (if applicable), marital status, ethnicity, etc. You can also update your personal information by editing the information shown in the fields you want to change. Once all changes have been made, click “Submit.”



The screenshot shows the WorkSight interface for a user named Danny Demo IV. The left sidebar contains a menu with options: Dashboard, Personal (selected), Employment Summary, Contact Information, Address, Emergency Contacts, Veteran Status, Driver's License, Credentials, Payroll, Taxes, Time Off, Documents, and Organization. The main content area is titled "Personal Information" and displays the user's profile with a placeholder for a profile picture. The profile information includes: Birthdate: 1985-01-01, Age: 37, Gender: Not Specified, and Ethnicity: Other/Unknown. Below this, there are several dropdown menus for updating information: NICKNAME (empty), MARITAL STATUS (Single), TOBACCO USER (Select), DISABLED (No), BLIND (Select), ETHNIC CODE (Other/Unknown), GENDER DESIGNATION (Select), and PREFERRED PRONOUN (Select). A blue "Submit" button is located at the bottom right of the form.

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.

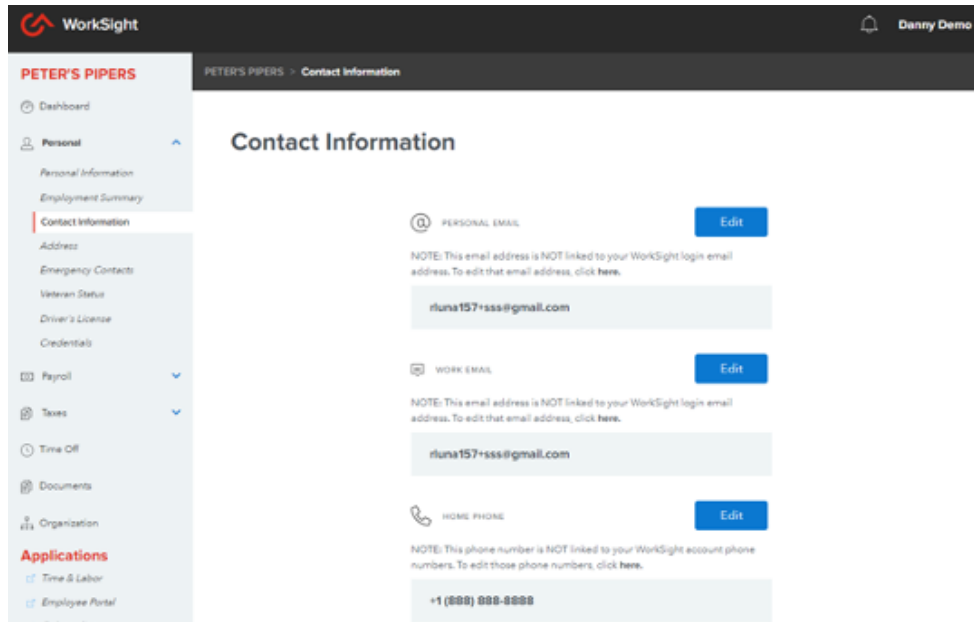


The screenshot shows the WorkSight interface for a user named Danny Demo. The left sidebar lists navigation options: Dashboard, Personal (selected), Personal Information, Employment Summary (highlighted), Contact Information, Address, Emergency Contacts, Veteran Status, Driver's License, and Credentials. The main content area is titled "Employment Summary" and displays the following details:

EMPLOYEE ID U01094	POSITION IT Specialist (ITSP)	HIRE DATE 2019-03-29	TYPE FULL TIME REGULAR (F)
LOCATION CA-Remote (CA-Remote)	DEPARTMENT Pipes & Drums (PIPES)	DIVISION Southeast (SE)	PAY RATE \$25.00 Hourly
LAST REVIEW DATE 2019-03-29			

Contact Information

The “Contact Information” 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.”



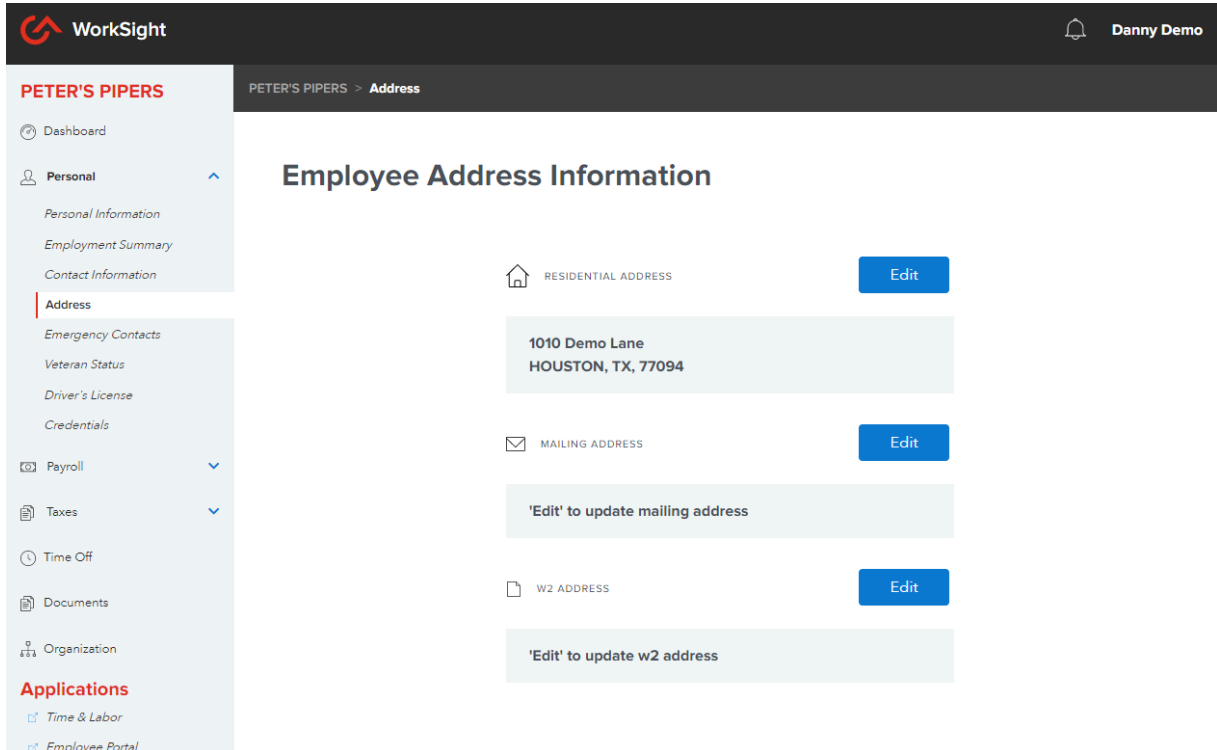
The screenshot shows the WorkSight interface for a user named Danny Demo. The left sidebar lists navigation options: Dashboard, Personal (selected), Personal Information, Employment Summary, Contact Information (highlighted), Address, Emergency Contacts, Veteran Status, Driver's License, and Credentials. The main content area is titled "Contact Information" and displays the following details:

PERSONAL EMAIL	Edit
NOTE: This email address is NOT linked to your WorkSight login email address. To edit that email address, click here .	
rluna157+sss@gmail.com	
WORK EMAIL	Edit
NOTE: This email address is NOT linked to your WorkSight login email address. To edit that email address, click here .	
rluna157+sss@gmail.com	
HOME PHONE	Edit
NOTE: This phone number is NOT linked to your WorkSight account phone numbers. To edit those phone numbers, click here .	
+1 (888) 888-8888	

Address

The “Address” screen lists the current updated resident, mailing, and W2 addresses. To edit an address, click the “Edit” button next to the corresponding address you need to update.

NOTE: If you are updating your address to a new state with state income tax, please be sure to complete a new tax form.

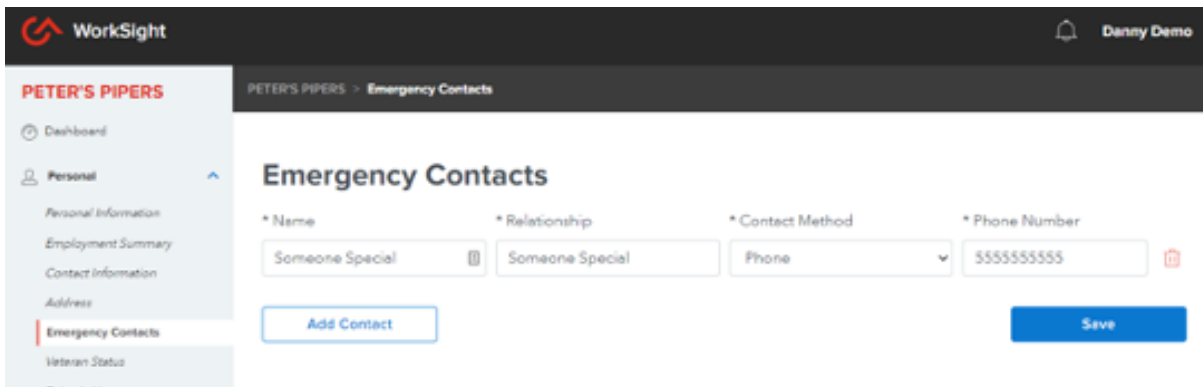


The screenshot shows the WorkSight interface for "PETER'S PIPERS". The left sidebar contains navigation links: Dashboard, Personal (selected), Address (highlighted), Emergency Contacts, Veteran Status, Driver's License, Credentials, Payroll, Taxes, Time Off, Documents, and Organization. Under "Applications", there are links for Time & Labor and Employee Portal. The main content area is titled "Employee Address Information" and displays three address types: Residential Address (1010 Demo Lane, HOUSTON, TX, 77094), Mailing Address (placeholder text), and W2 Address (placeholder text). Each entry has an "Edit" button.

Emergency Contacts

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

- To edit an existing emergency contact, simply begin typing over the existing information. When you’re finished making any necessary changes, click “Save”.
- If you’d like to remove an emergency contact, click the trash can icon next to their record
- To add an emergency contact, select “Add Contact”, enter their information, then click “Save”.



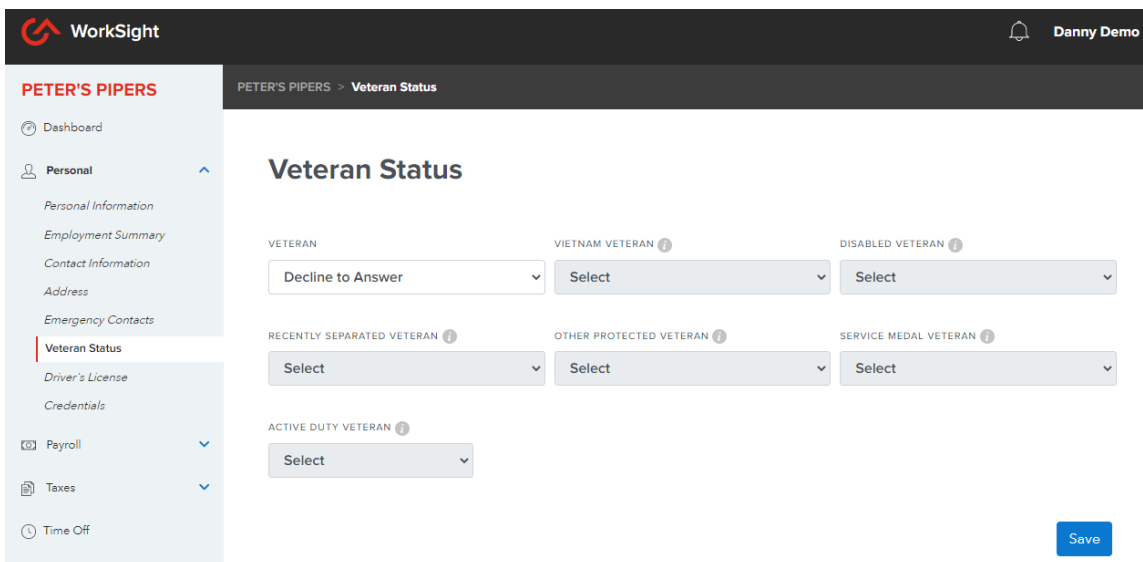
The screenshot shows the WorkSight interface for Peter's Pipers. The left sidebar lists navigation options: Dashboard, Personal (selected), Personal Information, Employment Summary, Contact Information, Address, Emergency Contacts (highlighted), and Veteran Status. The main content area is titled "Emergency Contacts" and contains a form with the following fields:

- * Name: Someone Special
- * Relationship: Someone Special
- * Contact Method: Phone
- * Phone Number: 5555555555

There are two buttons at the bottom: "Add Contact" and "Save". A trash can icon is visible next to the phone number field.

Veteran Status

The “Veteran Status” screen is optional and may not apply to all employees. This page lists Veteran information such as active status, disable veteran status, etc.



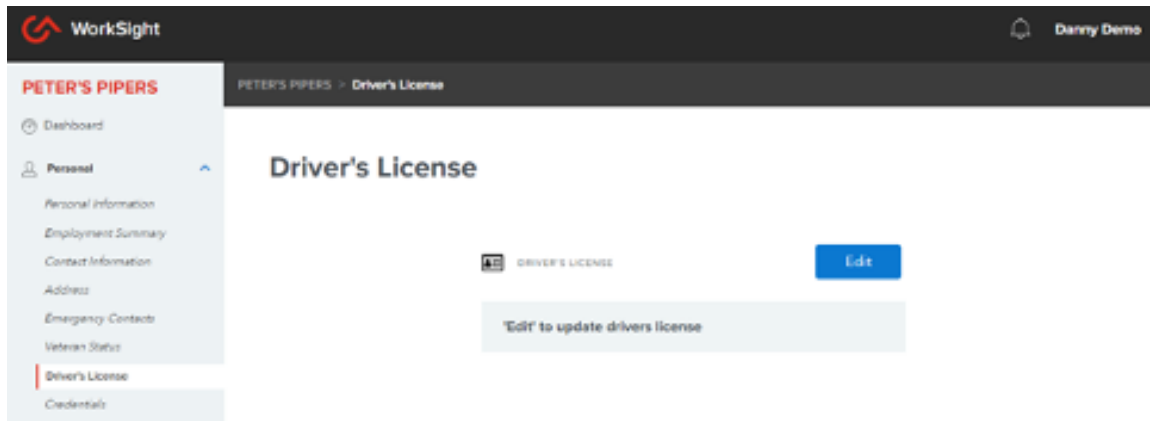
The screenshot shows the WorkSight interface for Peter's Pipers. The left sidebar lists navigation options: Dashboard, Personal (selected), Personal Information, Employment Summary, Contact Information, Address, Emergency Contacts, Veteran Status (highlighted), Driver's License, and Credentials. The main content area is titled "Veteran Status" and contains several dropdown menus for selecting veteran status:

- VETERAN: Decline to Answer
- VIETNAM VETERAN: Select
- DISABLED VETERAN: Select
- RECENTLY SEPARATED VETERAN: Select
- OTHER PROTECTED VETERAN: Select
- SERVICE MEDAL VETERAN: Select
- ACTIVE DUTY VETERAN: Select

A "Save" button is located at the bottom right of the form.

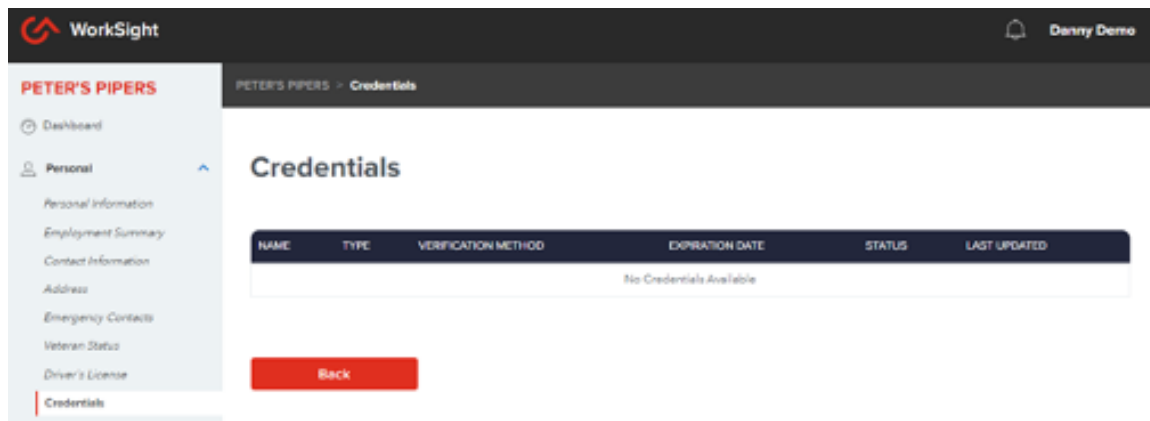
Driver's License

The “Driver’s License” screen may not be applicable to all employees. This screen lists the most updated driver’s license information. To Add/Update a driver’s license, click “Edit.”



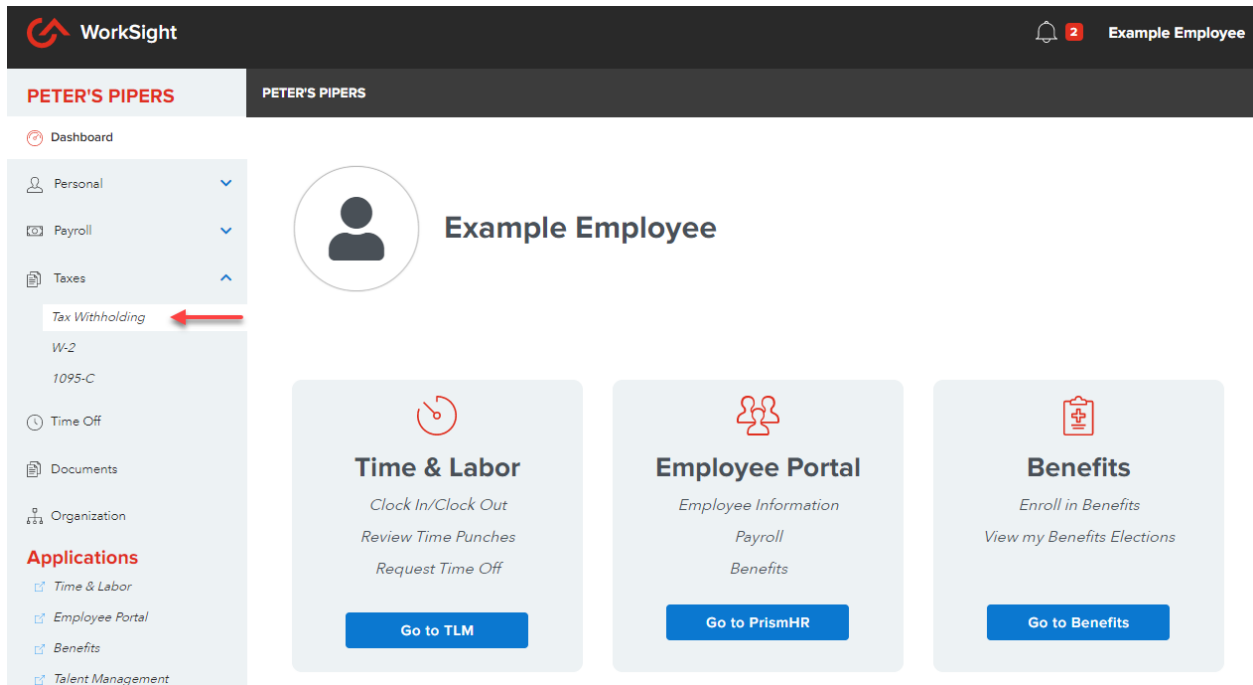
Credentials

The “Credentials” screen may not be applicable to all employees. This screen lists any credentials obtained by the employee. While you can view all of these details, only your supervisor can make changes.

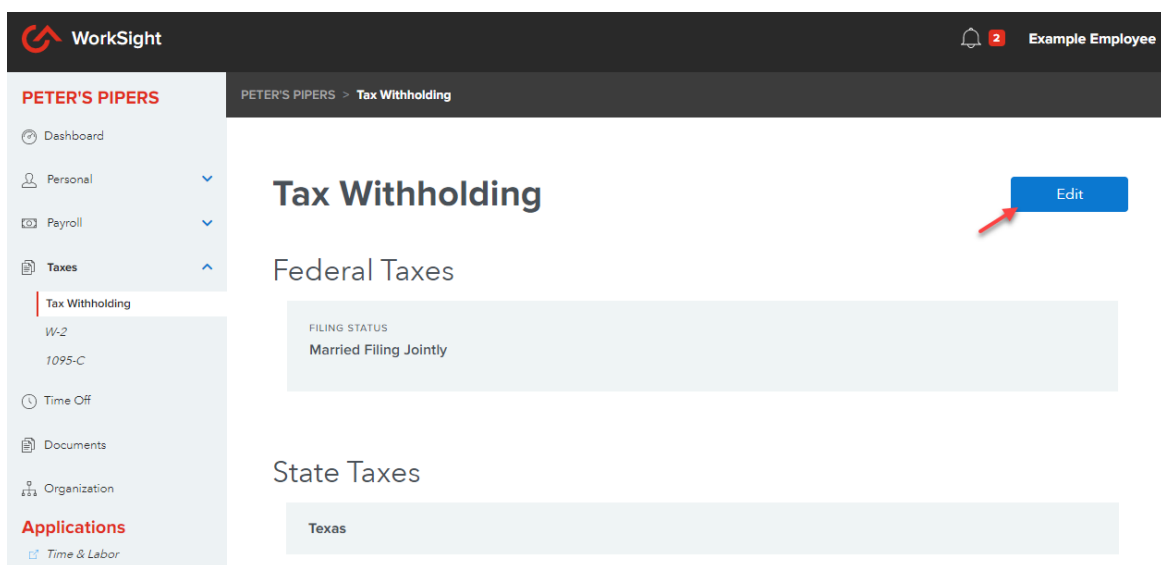


W-4 and Tax Withholding

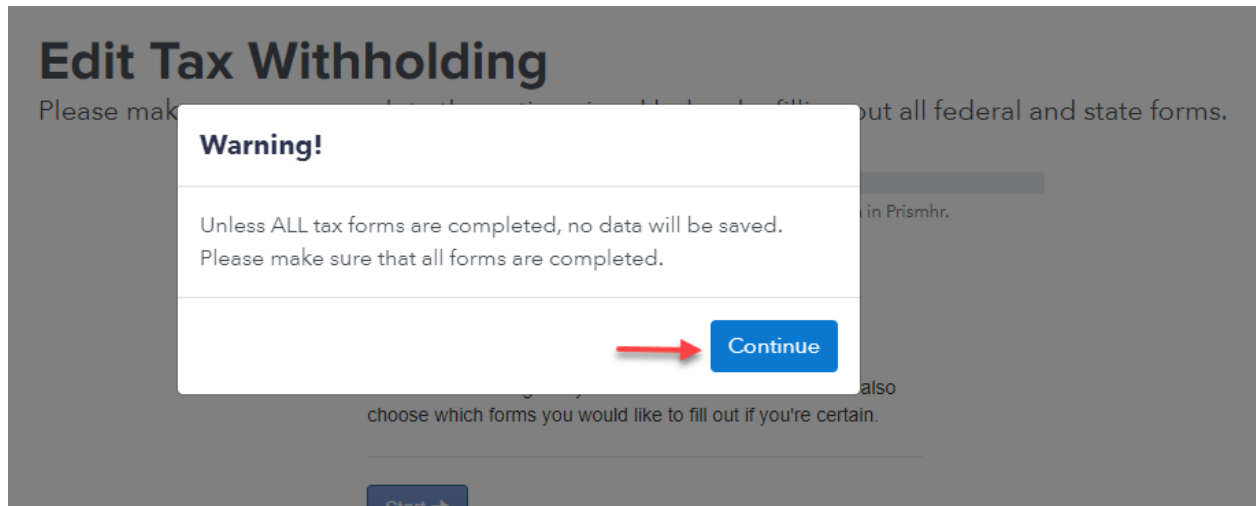
To view and/or update your Federal and State tax information, click “Taxes” in the left menu of the dashboard, then click “Tax Withholding.”



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 clicking “Edit” on the top right of the Tax Withholding screen.



A warning message will appear. Review message and click “Continue”



Select “Start” on the Edit Tax Withholding screen

Edit Tax Withholding

Please make sure you complete the entire wizard below by filling out all federal and state forms.

Complete the forms below to update your tax information in Prismhr.

Employee Withholding Resource Center

The assistant can guide you to the correct forms. You can also choose which forms you would like to fill out if you're certain.

Start →

Note: Resident Address Modified

Submitted Address : 13 N 124 E FORT WORTH TX 76131

Modified Address : 13 Davis Rd Fort Worth TX 76036-2835

Change Reason :

- City Change
- Postal Code Change

NOTE: If you are in a state with state income tax you must complete both the federal and the state tax form to make changes to your taxes. You cannot make changes to one without completing a new form for the other. The system will walk you through both forms before giving you the “Finish” button.

Edit Tax Withholding

Please make sure you complete the entire wizard below by filling out all federal and state forms.

Complete the forms below to update your tax information in Prismhr.

We have determined the sections below apply to your situation

Federal

California Nonresident

← Back
Continue →

A state form will only appear if your state has state income taxes. If not, you will only see Federal

Follow the on-screen prompts to be walked through completing your tax forms. If you have questions about the form, you can click the “Form and Instructions” tab at any point and will not lose your place or data.

Edit Tax Withholding

Please make sure you complete the entire wizard below by filling out all federal and state forms.

Complete the forms below to update your tax information in Prismhr.

Federal — Employee's Withholding Certificate — W-4

★ Wizard
📘 Form and Instructions

The tax wizard will walk you through the W4 and state tax forms.

Check my progress

Nonresident Alien ▶

Are you a nonresident alien?

☐ Yes

☐ No

Selecting Yes will result in selecting a marital status of Single or Married filing separately regardless of actual marital status. See Notice 1392 for more details.

Notice: Nonresident aliens may be exempt from wage withholding on part or all of their compensation for dependent personal services under an income tax treaty. If you are claiming a tax treaty withholding exemption, do not complete Form W-4. Instead, complete Form 8233, Exemption from Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual, and give it to each withholding agent from whom amounts will be received.

← Back
Next →

You can click on "Form and Instructions" at any point if you have questions while completing the form.

Edit Tax Withholding

Please make sure you complete the entire wizard below by filling out all federal and state forms.

Complete the forms below to update your tax information in Prismhr.

Federal — Employee's Withholding Certificate — W-4

IMPORTANT! Only select "Exempt" if you have been instructed to do so by your tax professional. This is very rare.

★ Wizard ⓘ Form and Instructions

ⓘ Check my progress

Nonresident Alien

Exemption

Are you exempt from 2022 withholding?

☐ I am NOT exempt from 2022 withholding and want to complete this form

☐ I am exempt from 2022 withholding

To be exempt, you must meet the following requirements:

- For 2021, you had no federal income tax liability; AND
- For 2022, you expect to have no federal income tax liability.

◀ Back Next ▶

Edit Tax Withholding

Please make sure you complete the entire wizard below by filling out all federal and state forms.

Complete the forms below to update your tax information in Prismhr.

Federal — Employee's Withholding Certificate — W-4

★ Wizard ⓘ Form and Instructions

Please review the document below

If you would like to make any changes, you may [return to the previous page](#).

If you would like to submit this form, please agree to the terms below.

☐ Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

✓ Submit Form Print

W-4 Employee's Withholding Certificate

OMB No. 1545-0047 Form 2022

Step 1: Basic Information

Name: [Name] Social Security Number: [SSN]

Step 2: Multiple Jobs or Income

Do any one of the following:

☐ I have no other income and am not claiming any other tax credits or deductions.

☐ I have other income and am claiming other tax credits or deductions. I will enter this information on the back of this form.

Step 3: Exemptions

Exemptions: [Number] Reason: [Reason]

Click form to review selections and then "Submit Form"

Edit Tax Withholding

Please make sure you complete the entire wizard below by filling out all federal and state forms.

Complete the forms below to update your tax information in Prismhr.

Your form has been submitted!

[Continue](#)

Edit Tax Withholding

Please make sure you complete the entire wizard below by filling out all federal and state forms.

Complete the forms below to update your tax information in Prismhr.

California *Nonresident* — Summary

[Check my progress](#)

Summary ▶

Based on answers you provided, we have determined the following withholding form(s) may apply to you as a resident of **Texas**.

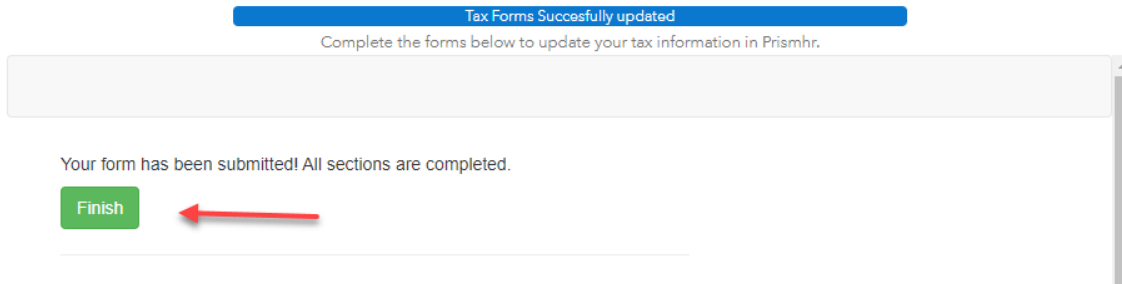
	Locality	Name	Title	Status
Start	CA	DE 4	Employee's Withholding Allowance Certificate	Started

[◀ Back](#)

If you have not received the final “FINISH” button, you have not completed all of your forms and your tax changes will not take effect. **Please make sure you have received the “FINISHED!” message before leaving the tax changes page.**

Edit Tax Withholding

Please make sure you complete the entire wizard below by filling out all federal and state forms.



Tax Forms Successfully updated

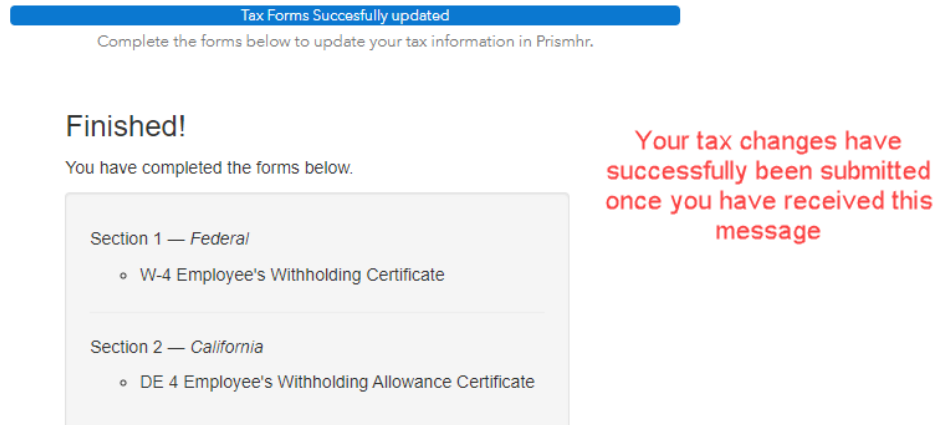
Complete the forms below to update your tax information in Prismhr.

Your form has been submitted! All sections are completed.

Finish

Edit Tax Withholding

Please make sure you complete the entire wizard below by filling out all federal and state forms.



Tax Forms Successfully updated

Complete the forms below to update your tax information in Prismhr.

Finished!

You have completed the forms below.

- Section 1 — *Federal*
 - W-4 Employee's Withholding Certificate
- Section 2 — *California*
 - DE 4 Employee's Withholding Allowance Certificate

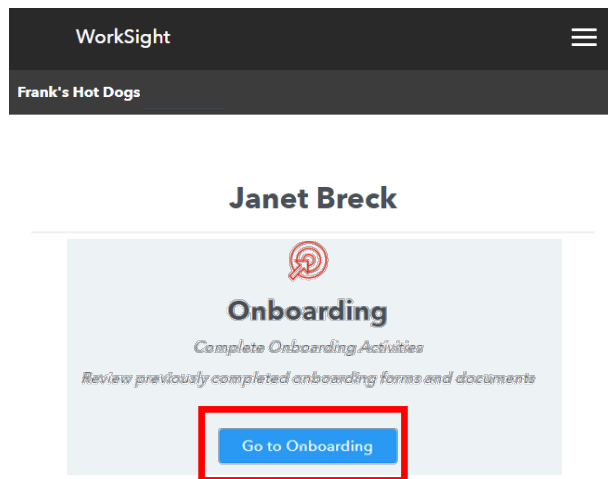
Your tax changes have successfully been submitted once you have received this message

Onboarding System

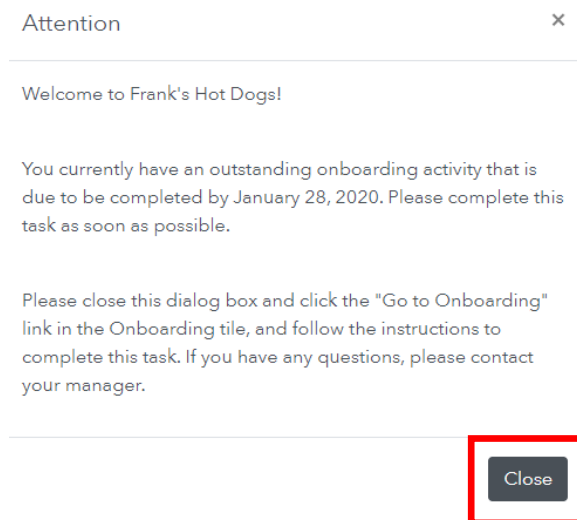
Click Boarding is the application employees will use to complete necessary employment forms and acknowledge company policies.

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.

My Onboarding

Welcome Janet!

As the first step in your process with us we ask that you fill out some basic profile information.
Once you set your information below you will be redirected to your activities page.

Language * English (United States) ▼ **Time Zone *** (UTC-06:00) Central Time (US & Canada) ▼

Contact Phone Number * 555-555-1212

Review MyOnboarding.com Terms & Conditions and Privacy Policy to understand how your personal information is processed.

☐ Accept Our Terms & Conditions
☐ Review Our Privacy Policy

Decline Accept

Submit

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

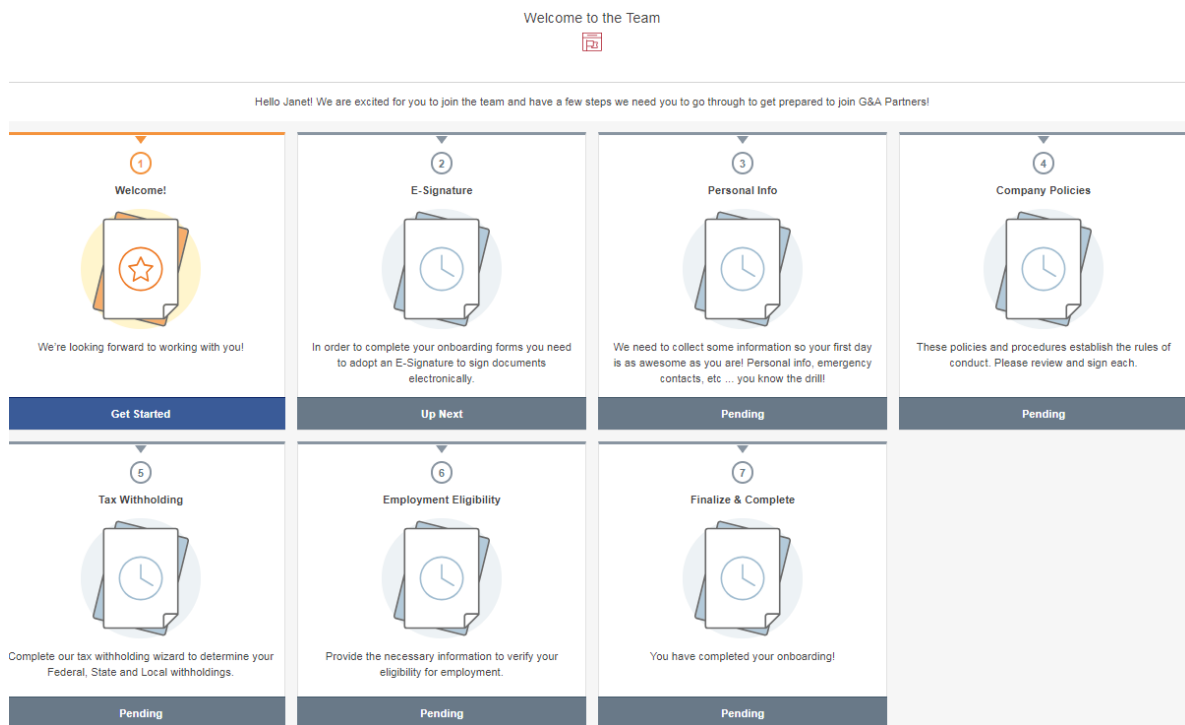
NOTE: As you progress through the onboarding process you will be presented with numerous forms to be completed and policies to be acknowledged. If you are not able to finish the entire process in one session, you can come back and pick up where you left off by logging into WorkSight and clicking the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

Electronic Signature



E-Signature Agreement

You have been authorized to complete online documents in connection with your employment and receive legal notices throughout your employment electronically. During this process, you will be asked to "sign" one or more of the online documents with an electronic signature. Please read the following carefully regarding the electronic signature/notice process.

To create your electronic signature, sign your name in the box, type your name into "Signed by", and click both the "I Agree" box and the "Submit" button appearing at the bottom of the page.

Your electronic signature will be applied when you click "I Agree" or "I Accept" on any additional documents in the onboarding or employment process.

If you do not agree to sign the document electronically, click the "I do not agree" box and the "Submit" button.

When you have completed a document that requires your electronic signature, you may use your browser to view, print, or download the document before you sign it and/or after you sign it. Once all of the documents have been completed and signed, you may also view, download or print the complete, signed documents by clicking the "Print" button that appears on your screen, or at a later time by logging in again using your Username and password.

[I Do Not Agree](#)

[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.

Your Signature *

Use your mouse or finger to sign.
[Clear Signature](#)

Signed by *


Janet Breck

[← Back](#)


[Submit →](#)

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.

Employee Profile



Review

First Name: Janet
Middle Name: -
Last Name: Breck
Suffix (ex: Jr., Sr., II, III): -
Preferred Name: Janet Breck
Address: 1707 Barkdale
Address Line 2: -
City: Houston
State: Texas
Zip Code: 77501
Primary Phone Number: (888) 888-8888
Secondary Phone Number: -
Marital Status: Single
Date of Birth (mm/dd/yyyy): 10/1/1999
Social Security Number: ***-**-****
Confirm Social Security Number: ***-**-****

Edit

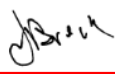
Preview Document

Electronic Signature

I understand that by clicking on "I Agree" below, and clicking on the submit button, that I am electronically signing the above document. I understand that my electronic signatures will be binding as though I had physically signed these documents by hand. I agree that a printout of this authorization may be accepted with the same authority as the original. By clicking "I Agree", I understand that my previous electronic signature will be applied to this document.

I Do Not Agree

I Agree



← Back

Submit →

HR

Benefits

Payroll

35

gnapartners.com

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.

Tax Form Information Verification



Please Confirm Information



Please provide and/or verify the information below in order to proceed with your tax forms.

Address *

1707 Barkdale



Address Line 2

City *

Houston

State *

Texas



Zip Code *

77501

Social Security Number *

-**-*

Confirm Social Security Number *

-**-*

← Back

Next →



Back to My Activities

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 Form Information Verification



Review

Address: 1707 Barkdale
Address Line 2: -
City: Houston
State: Texas
Zip Code: 77501
Social Security Number: ***-**-****
Confirm Social Security Number: ***-**-****

[Edit](#)

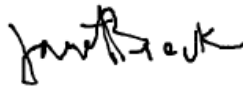
Preview Document

Electronic Signature

I understand that by clicking on "I Agree" below, and clicking on the submit button, that I am electronically signing the above document. I understand that my electronic signatures will be binding as though I had physically signed these documents by hand. I agree that a printout of this authorization may be accepted with the same authority as the original. By clicking "I Agree", I understand that my previous electronic signature will be applied to this document.

[I Do Not Agree](#)

[I Agree](#)



[← Back](#)


[Submit →](#)



[Back to My Activities](#)

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

Federal / State W4 Withholding


Withholding


Employee Withholding Resource Center

The assistant can guide you to the correct forms. You can also choose which forms you would like to fill out if you're certain.

Start →

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.

Federal / State W4 Withholding


Withholding

We have determined the sections below apply to your situation


Federal

Utah Nonresident

Back **Continue →**

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

Federal / State W4 Withholding


Withholding

Federal — Survey

[Check my progress](#)

Survey ▶

Choose one:

- ☐ Foreign Earned Income Exclusion — I expect to qualify for the foreign earned income exclusion under either the bona fide residence or physical presence test for calendar year or other tax year
- ☐ Nonresident Alien — I am exempt from withholding on compensation for independent (or eligible dependent) personal services of a Nonresident Alien Individual
- ☐ Quiero continuar en Español
- ☐ I want to continue in English

Back

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.

Federal / State W4 Withholding


Withholding

Federal — Summary

[Check my progress](#)

Summary ▶

Based on answers you provided, we have determined the following **Federal** withholding form(s) may apply to you.

	Locality	Name	Title	Status
Start	Federal	W-4	Employee's Withholding Allowance Certificate	Not completed


Back

Next ▶

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.”

Federal / State W4 Withholding


Withholding

Federal — Employee's Withholding Allowance Certificate — W-4

★ Wizard

Form and Instructions

Check my progress

Filing Status ▶

Federal Withholding ▶

Are you exempt from Federal withholding?

☐ No

☐ Yes

WARNING: To be eligible, I certify that I meet both of the following conditions for exemption:

- Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, **AND**
- This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

Back

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.”

Federal / State W4 Withholding



Withholding

Federal — Employee's Withholding Allowance Certificate — W-4

★ Wizard

📘 Form and Instructions

Please review the document below

If you would like to make any changes, you may [return to the previous page](#).

If you would like to submit this form, please agree to the terms below.

☐ Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

✓ Submit Form

Form W-4 (2018)
Future developments. For the latest information, visit [www.irs.gov/efile](#).

using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a home payment of mortgage interest.

Specific Instructions
Personal Allowances Worksheet
Complete this worksheet on page 3 first to

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

Your form has been submitted!

Continue

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.

Federal / State W4 Withholding



Withholding



Finished!

You have completed the forms below.

Section 1 — *Federal*

- W-4 Employee's Withholding Allowance Certificate

Section 2 — *Utah*

- Federal W-4 Employee's Withholding Allowance Certificate

Next

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.

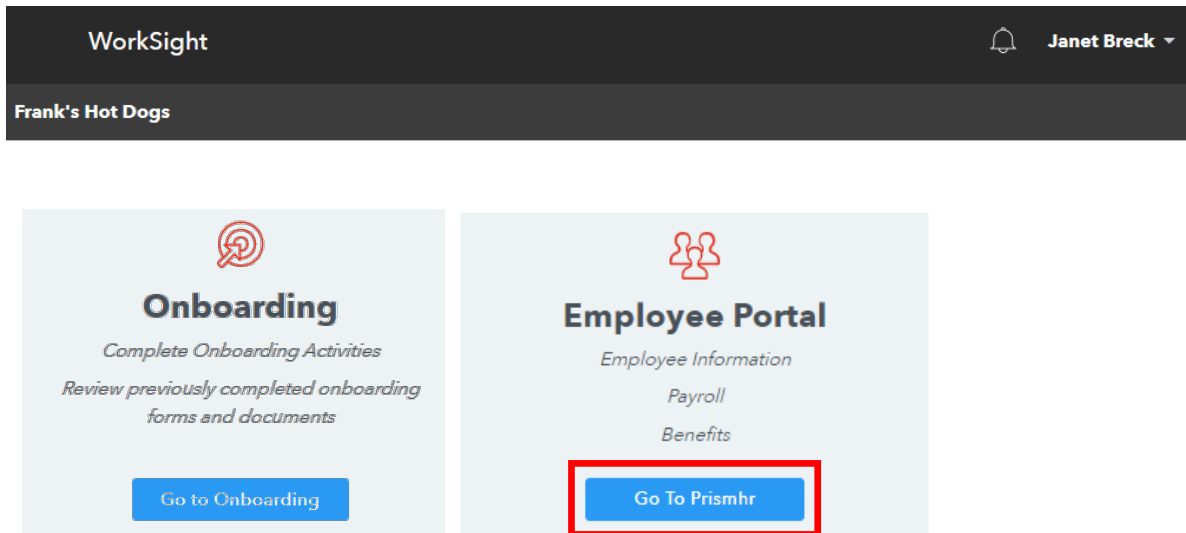
Payroll System

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.



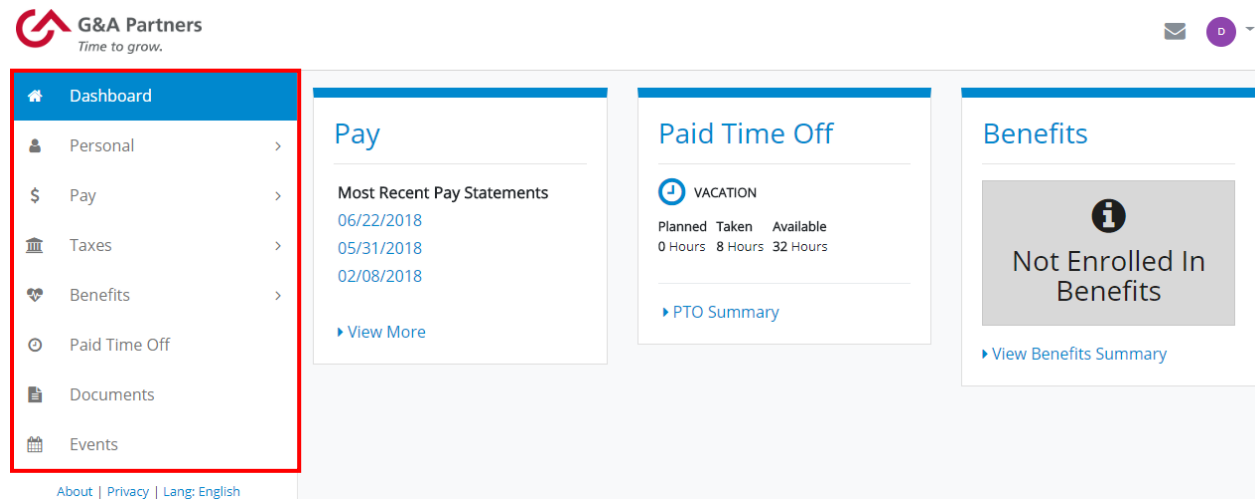
You will automatically be logged into the G&A Partners payroll system (PrismHR). From here, you can access the self-service payroll functions available to you, which may include:

- 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 be applicable for your account.

Employee Dashboard

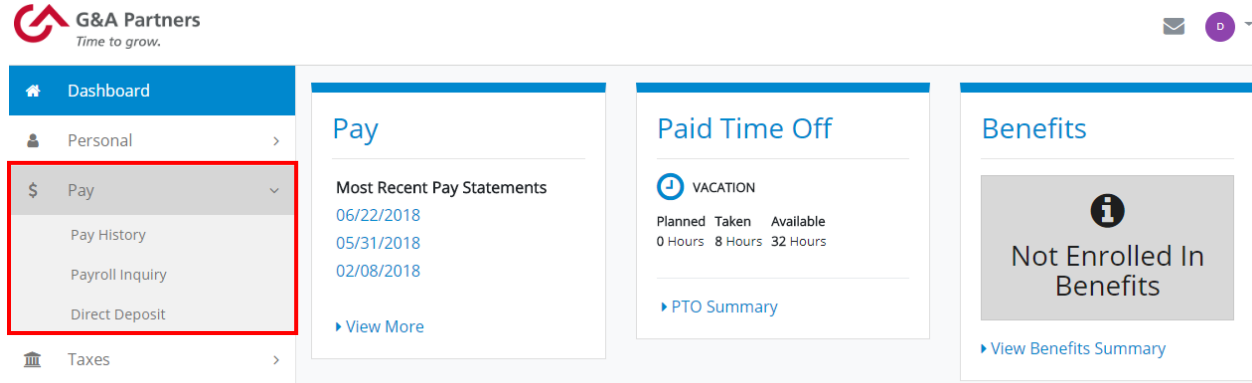
After you log into Prism, the Employee Dashboard will appear. From this screen, you can easily choose from several topics in the left menu concerning your employment and payroll information.



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).

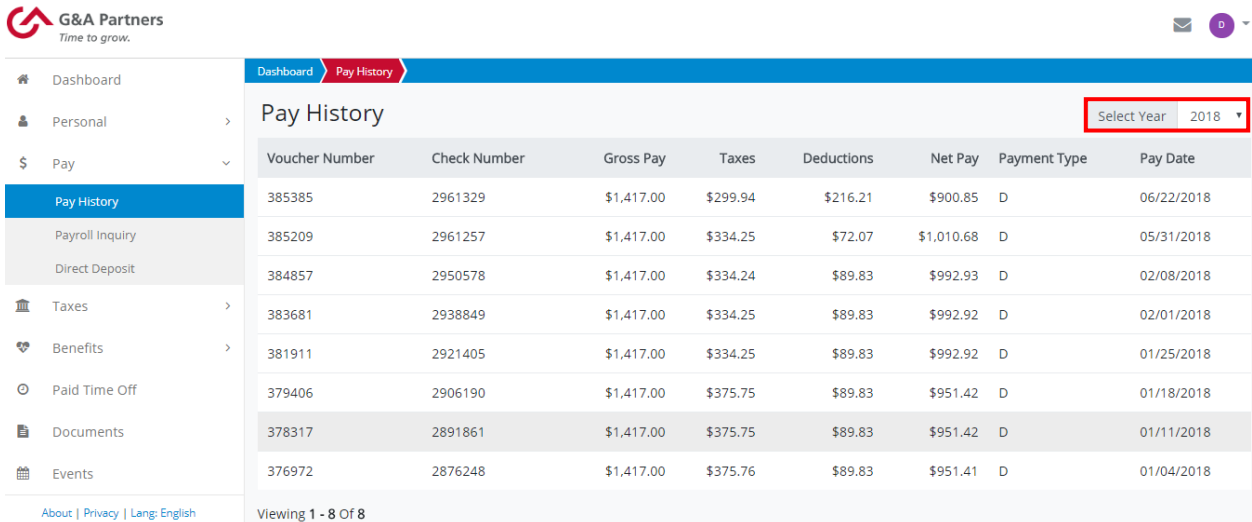
Pay Statements

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



The screenshot shows the G&A Partners dashboard. The left sidebar has a menu with 'Dashboard', 'Personal', 'Pay' (highlighted with a red box), 'Pay History', 'Payroll Inquiry', 'Direct Deposit', 'Taxes', and 'Benefits'. The main content area has three panels: 'Pay' (showing 'Most Recent Pay Statements' with dates 06/22/2018, 05/31/2018, and 02/08/2018), 'Paid Time Off' (showing 'VACATION' with 'Planned', 'Taken', and 'Available' hours), and 'Benefits' (showing 'Not Enrolled In Benefits').

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.

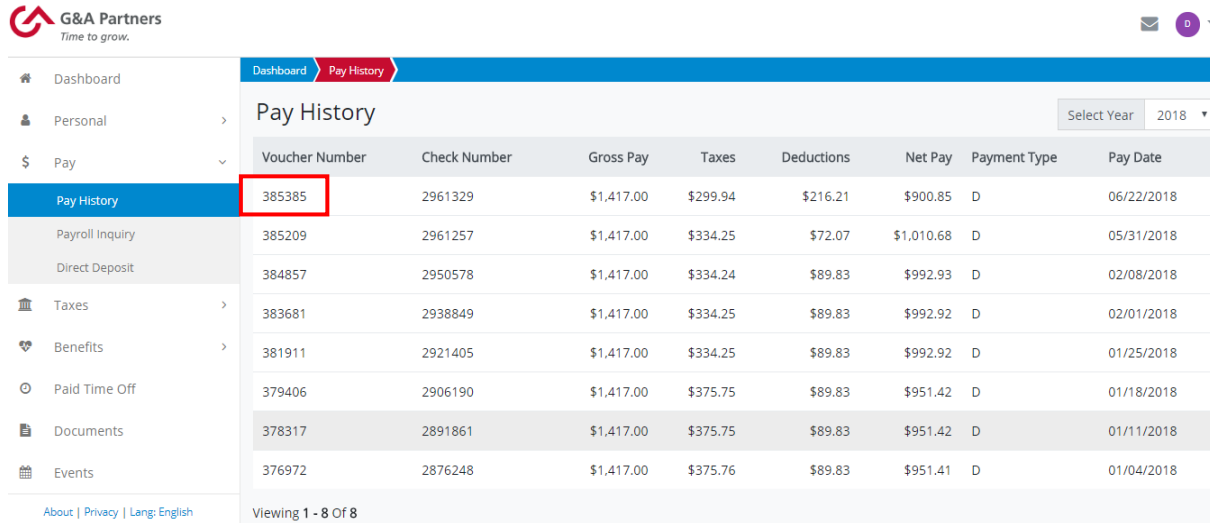


The screenshot shows the 'Pay History' screen. The left sidebar is the same as the dashboard. The main content area has a 'Pay History' header with a 'Select Year' dropdown menu set to '2018'. Below the header is a table with the following columns: Voucher Number, Check Number, Gross Pay, Taxes, Deductions, Net Pay, Payment Type, and Pay Date. The table contains 8 rows of data.

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

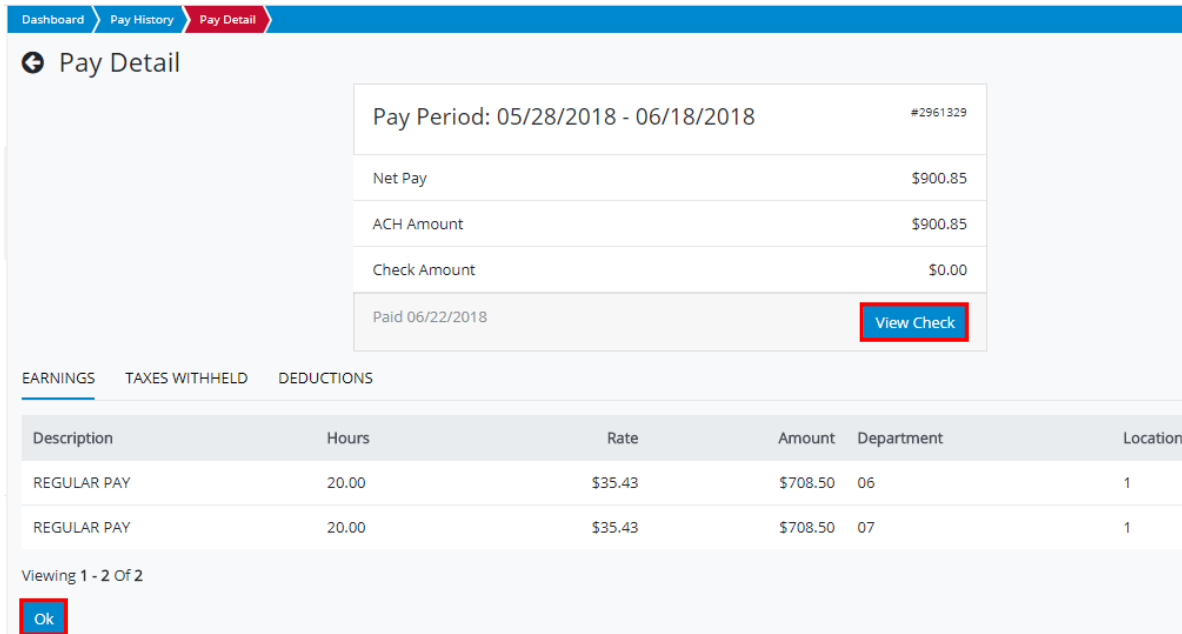
Viewing 1 - 8 Of 8

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

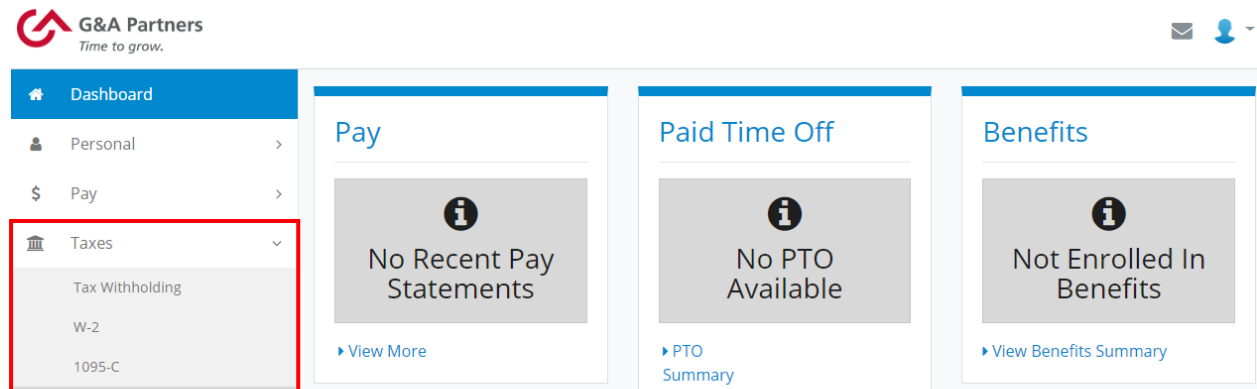
The “Pay Detail” screen will then appear. Click “View Check” to access a PDF file of the pay statement that you will be able to view, print and/or save. When you are done reviewing this pay statement, click “Ok” to return to the “Pay History” screen.




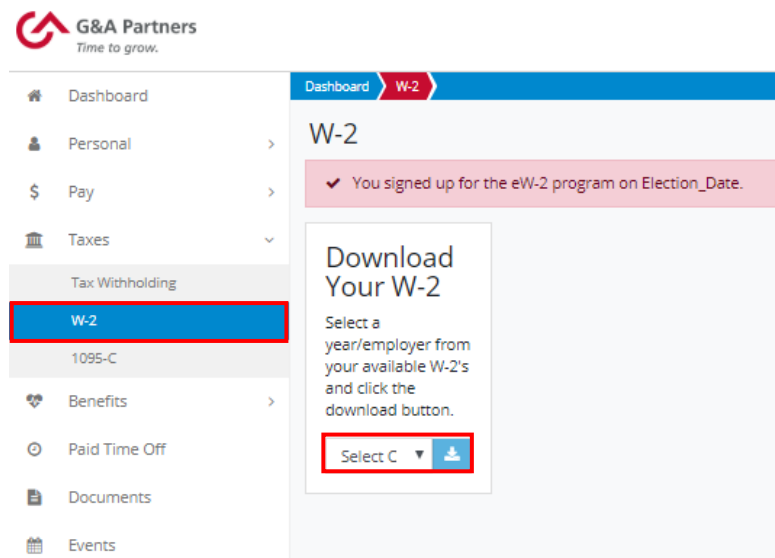
Description	Hours	Rate	Amount	Department	Location
REGULAR PAY	20.00	\$35.43	\$708.50	06	1
REGULAR PAY	20.00	\$35.43	\$708.50	07	1

W-2 Statements

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



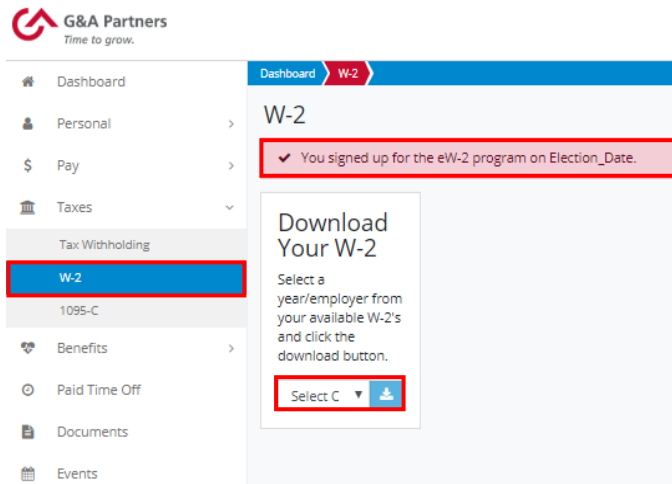
To download a copy of your W-2 statement, choose the appropriate year in the drop-down menu under “Download Your W-2” and click the download icon (). A PDF file of your W-2 statement will automatically be downloaded to your computer for you to view, print and/or save.



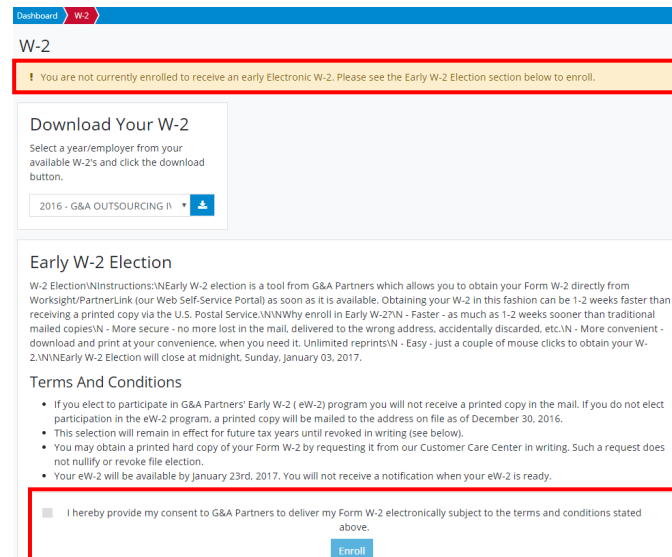
Electronic W-2 (eW-2) Program

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 G&A Partners AccessHR at accessshr@gnapartners.com.

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 AccessHR and we will be happy to assist you.

G&A Partners AccessHR

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