



# **Hamilton County Department of Education**

## **Employee Online**

### **United Way Campaign Employee Guide**

## **Summary of United Way Process**

The United Way campaign process will take place in Employee Online (EO). Via this web-based system, employees can reelect their contribution during a set number of weeks. Employees can contribute to United Way in three ways:

1. Regular payroll deduction for the next calendar year starting in January
2. One-time payroll deduction deducted from 1<sup>st</sup> check in January
3. One-time upfront gift (cash or check) turned into their Employee Campaign Coordinator (ECC)

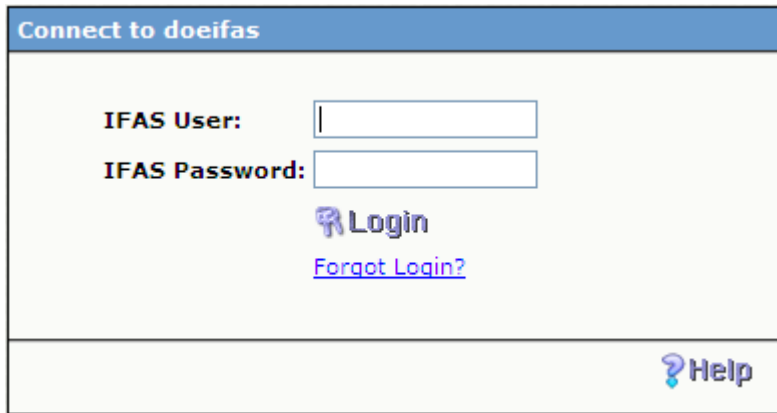
The system will allow the employee to select a designated agency to receive their contribution.

## Employee Online

To access Employee Online, open up internet explorer or any web browser. In the address bar, enter the following address:

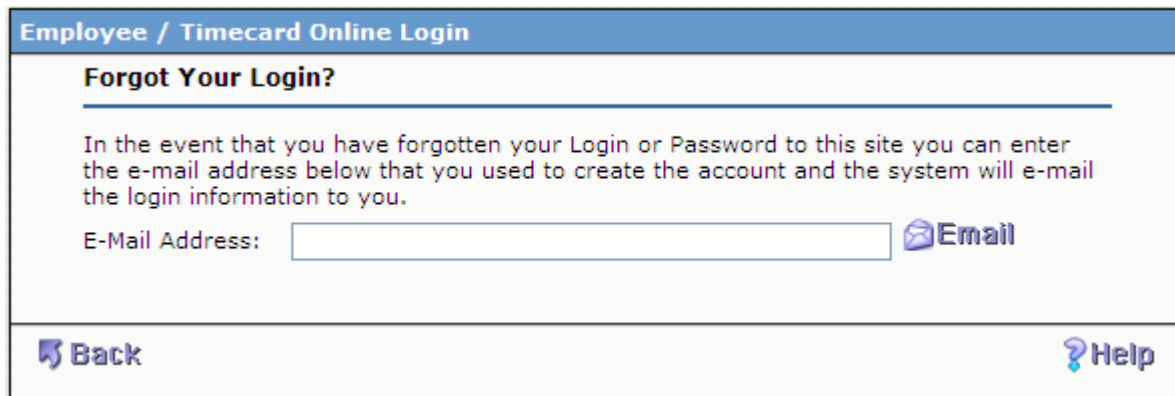
[eo.hcde.org](http://eo.hcde.org)

This will direct the browser to the Employee Online site. The following box will display:



The screenshot shows a login form with a blue header bar containing the text "Connect to doeifas". Below the header, there are two input fields: "IFAS User:" followed by a text box, and "IFAS Password:" followed by a password box. Below the password box, there is a "Login" button with a key icon, and a blue link labeled "Forgot Login?". At the bottom right of the form, there is a "Help" button with a question mark icon.

At the login page, enter your IFAS User ID and password. IFAS User is normally your 6-digit employee ID number. For assistance with the employee ID and/or password, click on the "Forgot Login" link. The following box will display.



The screenshot shows a page titled "Employee / Timecard Online Login" with a sub-header "Forgot Your Login?". Below the sub-header, there is a paragraph of text: "In the event that you have forgotten your Login or Password to this site you can enter the e-mail address below that you used to create the account and the system will e-mail the login information to you." Below this text is an "E-Mail Address:" label followed by a text input box and an "Email" button with an envelope icon. At the bottom left, there is a "Back" button with a left-pointing arrow icon, and at the bottom right, there is a "Help" button with a question mark icon.

Enter your full HCDE Email address including the @hcde.org and click on Email. Your employee ID and password will be emailed to your HCDE account.

After logging into EO, the following will display.

BusinessPLUS  
a PLUS 360 Application

Employee Online

Employee Online | Timecard Online | Professional Development | Leave Tracking

Open Enrollment 2016

- [United Way Campaign \(Sep21-Oct26\)](#)

EO Home

- [Message Page](#)
- [Employee Directory](#)
- [Microsoft E-Learning](#)

Personal Information

- [Home Address](#)
- [Emergency Info](#)

Pay Information


- [Leave Tracking](#)
- [Direct Deposit](#)
- [Deferred Comp](#)
- [Retirement](#)
- [Deductions](#)
- [Check Stub](#)
- [Federal Tax Info](#)
- [W2 Info](#)

Human Resources

- [Current Job](#)
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- [Employment Info](#)
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Employee Benefits Current

Welcome



Welcome to the Employee Online web site. This site provides a way for you to keep your payroll information up to date.

Please feel free to browse your current payroll setup and make changes as needed.

Next payday will be 9/23/2016. Requests made in Employee Online prior to midnight 9/28/2016 will be considered for the check of 10/7/2016.

Employees are required to submit their timecard on every payday no later than 10:00 am the following Monday unless requested earlier.

[Instructions for Professional Development](#)

[403\(b\) Availability Notice](#)

[Health Insurance Payroll Deductions](#)

[HCDE BENEFITS OPEN ENROLLMENT INSTRUCTION GUIDE](#)

Instructions

**Step 1: Choose an area**  
Select the tab for the area with the information that you want to change.

**Step 2: Select the record that you would like to modify.**  
Choose the record you would like to modify.

**Step 3: Submit request**  
Click on the button to submit your request.

**Step 4: Repeat as needed.**  
Repeat the process in other areas of Employee Online as needed.

In the navigation bar at the left, click on “United Way” located under “Open Enrollment” in the left navigation pane.

Employee Online | Timecard Online

Open Enrollment 2016

- [United Way Campaign \(Sep21-Oct26\)](#)

EO Home

- [Message Page](#)
- [Employee Directory](#)
- [Microsoft E-Learning](#)

Personal Information

- [Home Address](#)
- [Emergency Info](#)

The following page will display:

BusinessPLUS Employee Online

Open Enrollment Summary View

Coverage Type	Current Coverage	Open Enrollment Requests	Enrollment Status
<a href="#">MEDICAL</a>	BC EMPONLY		No Changes
<a href="#">VISION</a>	none	EYEMED EMP ONLY	Completed
<a href="#">DENTAL</a>	DENTAL		No Changes
<a href="#">SUPP LIFE EMPLOYEE</a>	SUPP LIF W AD&D		No Changes
<a href="#">SUPP LIFE SP</a>	SUPP LIFE SP10K		No Changes
<a href="#">SUPP LIFE CH</a>	none		No Changes
<a href="#">FSA MED FAMILY</a>	FSA MEDICAL		No Changes
<a href="#">FSA-DEP CHILD CARE</a>	none	FSA CHILD CARE	Completed
<a href="#">UNWAY PERPAY DEDUC</a>	PER PAYROLL DED	PER PAYROLL DED	Completed
<a href="#">UNWAY 1XPAYR DEDUC</a>	none		No Changes
<a href="#">UNWAY UPFRONT CASH</a>	none		No Changes

[HCDE United Way Campaign](#)

There are 3 options to choose from.

1. United Way-Reg PayDed: Regular payroll deduction every payroll starting in January
2. United Way-1XPayr Ded: One-time payroll deduction taken in 1<sup>st</sup> check of January
3. United Way-Upfront Cash: Upfront cash or check given to the ECC in your school or department

Choose the option by clicking on desired choice. The following page will display:

BusinessPLUS Employee Online

Update Open Enrollment Benefit

Current Plan	Pending Change Request
Plan Name: UNITED WAY	UNITED WAY
Plan Type: UWAY REG PAY DD	UWAY REG PAY DD
Description: REGULAR PER PAYROLL DEDUCTION	REGULAR PER PAYROLL DEDUCTION
Coverage Vendor: <a href="#">Vendor Info</a>	<a href="#">Vendor Info</a>
Employer Cost: N/A	N/A
Employee Cost: \$2	<input type="text" value="\$2"/>
Coverage Category: <input checked="" type="checkbox"/> Employee Paid	<input checked="" type="checkbox"/> Employee Paid
Notes:	<input type="text" value="950"/>
	<input type="checkbox"/> Delete this request

Please click on the link to find a list of [United Way Designations](#) that you may select.

[Back](#) [Save](#)

In this box, enter the amount of contribution which can be the payroll deduction amount or the up-front gift amount. To designate your contribution to a certain agency, click on the United Way Designations link located at the bottom of this box. The following page will display.

**Please select a United Way Designation Number**

Add the **Designation Number** into the 'Notes' box on the **Add or Update Open Enrollment Benefit Screen**. If a number is not entered No designation will be used.

[? Help](#)

	<b>Current Plan</b>	<b>Pending Change Request</b>
<b>Plan Name</b>	UNITED WAY	UNITED WAY
<b>Plan Type</b>	UWAY REG PAY DD	UWAY REG PAY DD
<b>Description</b>	REGULAR PAYROLL DEDUCTION	REGULAR PAYROLL DEDUCTION
<b>Coverage Vendor</b>	<a href="#">Vendor Info</a>	<a href="#">Vendor Info</a>
<b>Employer Cost</b>	N/A	N/A
<b>Employee Cost</b>	\$2	<input type="text" value="\$25"/>
<b>Coverage Category</b>	<input checked="" type="checkbox"/> Employee Paid	<input checked="" type="checkbox"/> Employee Paid
<b>Notes</b>		<input type="text" value="950"/>
		<input type="checkbox"/> Delete this request

Please click on the link to find a list of [United Way Designations](#) that you may select.

[Back](#)
[Save](#)

Designation Number	Designation Description
000	No Designation
945	A.I.M. Center
950	American Red Cross Southeast TN Region
959	Big Brothers Big Sisters of Greater Chattanooga
956	Boys and Girls Clubs of Chattanooga
955	Boy Scouts of America Cherokee Area Council
965	CADAS-Council for Alcohol and Drug Abuse
949	Catholic Charities - Chattanooga
960	Chattanooga Goodwill Industries
952	Chattanooga Room in The Inn
989	Chattanooga's Kids on the Block
966	Children's Academy for Education and Learning
963	Chambliss Center for Children
920	Communities in Schools of Catoosa County
961	Epilepsy Foundation of Southeast TN
923	Family Crisis Center of Walker, Dade, Catoosa & Chattooga Counties
921	Four Points
969	Girl Scouts of the Southern Appalachians
Designation Number	Designation Description
970	Girls Incorporated of Chattanooga
962	Helen Ross McNabb Center
997	Hospice of Chattanooga



Locate designated agency from this list. Then, enter the designation number in the Notes box as indicated above. Note: The designation number is not required. To complete your request, click on the Save button.

Update Open Enrollment Benefit		PATRICIA C KINSEY	<a href="#">? Help</a>
<b>Plan Name</b>	<b>Current Plan</b> UNITED WAY	<b>New Change Request</b> UNITED WAY	
<b>Plan Type</b>	UWAY REG PAY DD	UWAY REG PAY DD	
<b>Description</b>	REGULAR PAYROLL DEDUCTION	REGULAR PAYROLL DEDUCTION	
<b>Coverage Vendor</b>	<a href="#">Vendor Info</a>	<a href="#">Vendor Info</a>	
<b>Employer Cost</b>	N/A	N/A	
<b>Employee Cost</b>	\$5	<input type="text" value="\$5"/>	
<b>Coverage Category</b>	<input checked="" type="checkbox"/> Employee Paid	<input checked="" type="checkbox"/> Employee Paid	
<b>Notes</b>		<input type="text" value="950"/>	
<b>Please click on the link to find a list of <a href="#">United Way Designations</a> that you may select.</b>			
<a href="#">Back</a>		<a href="#">Save</a>	



To verify that your change was accepted, you will see “Record Accepted” at the top and “Request Pending” next to your election as indicated below.

Open Enrollment Summary View			
PATRICIA C KINSEY			
<a href="#">? Help</a>			
Coverage Type	Current Coverage	Open Enrollment Requests	Enrollment Status
<a href="#">MEDICAL</a>	HMO EMP+FAM		Not Selected
<a href="#">VISION</a>	none		Not Selected
<a href="#">DENTAL</a>	DENTAL		Not Selected
<a href="#">SUPP LIFE EMPLOYEE</a>	SUPP LIF W AD&D		Not Selected
<a href="#">SUPP LIFE SP</a>	none		Not Selected
<a href="#">SUPP LIFE CH</a>	SUPP LIFE CH		Not Selected
<a href="#">FSA MED FAMILY</a>	none		Not Selected
<a href="#">FSA-DEP CHILD CARE</a>	none		Not Selected
<a href="#">UNITED WAY-REG DED</a>	REGULAR PAY DED	REGULAR PAY DED	Request Pending
<a href="#">UNITED WAY-1XPAYR</a>	none		Not Selected
<a href="#">UNITED WAY-1XGIFT</a>	none		Not Selected

If you wish to change your election or delete the request, click on the choice selected. Apply changes and click Save. Or to remove your election, check the “Delete this request” box and click Save.

Update Open Enrollment Benefit	
PATRICIA C KINSEY	
<a href="#">? Help</a>	
<b>Plan Name</b>	UNITED WAY
<b>Plan Type</b>	UWAY REG PAY DD
<b>Description</b>	REGULAR PAYROLL DEDUCTION
<b>Coverage Vendor</b>	<a href="#">Vendor Info</a>
<b>Employer Cost</b>	N/A
<b>Employee Cost</b>	\$5
<b>Coverage Category</b>	<input checked="" type="checkbox"/> Employee Paid
<b>Notes</b>	950
	<input type="checkbox"/> Delete this request
<p>Please click on the link to find a list of <a href="#">United Way Designations</a> that you may select.</p>	
<a href="#">Back</a>	<a href="#">Save</a>

### For Assistance

Please contact your United Way Employee Campaign Coordinator for assistance in using Employee Online.