

EMPLOYEE SELF SERVICE

# VIGOR @ work



VIGOR@WORK EDUCATION

**EMPLOYEE SELF  
SERVICE**

Help Yourself to Your  
Human Resources Data

1

### Personal Information Changes:

1. Address Change
2. My Contacts Update
3. Phone/Email Change

2

### My Benefits:

1. Life Change Events

3

### My Pay:

1. Pay Statements
2. Tax Withholding Tax (Form W-4)
3. Tax Information
4. Direct Deposit Change
5. W2s

# PERSONAL INFORMATION CHANGE

The screenshot displays the Workforce Dimensions HCM Dashboard for user Seth Tester. The dashboard includes a top navigation bar with the logo, time (10:47 AM PDT), and search bar. Below the navigation bar, the user's profile is shown with their name, position title, employee ID, and hire date. A 'Today's Tasks' section indicates 1 new to-do and 3 notifications to review. The main content area features a 'Start' section with various icons for different HR functions. The 'My Information Update' icon is highlighted with a red arrow. A dropdown menu is open under this icon, showing three options: 'Address Change', 'Phone/Email Change', and 'Contacts Change', each with a red arrow pointing to it.

To perform a Personal Information Change from the HCM Dashboard, navigate under “My Information Update” and click on your desired area to update.

Click on “Address Change”, “Phone/Email Change, or “Contact Change” to kick off each HR Action.

# ADDRESS CHANGE

## Address Change



Important: If you are moving to a new state, you must complete a new state withholding form, unless you are moving to a state with no personal income tax (see below). Once you have completed your address change, please

[click here](#) to add a new state withholding form, or navigate to: My HR > Forms > Government Forms > Withholding.

*(Personal Income Tax Exempt States: AK, FL, NH, NV, TN, TX, SD, WA, WY)*

→ [Start](#)

To launch this action, click the [Start](#) button on the right side of your screen. Once you've completed the information, please remember to click [Submit](#).

Address Change is to change your primary address upon moving. To kick off the Address Change, click on “Start” on the right hand side.

Also note that if moving to a new state, you must also complete a new withholding form to ensure you are paying the proper state taxes. You can find the form by clicking “here” on the second line, or by navigating to “My HR > Forms > Government Forms > Withholding”

# ADDRESS CHANGE

Effective From \*

08/31/2021



SAVE

SUBMIT



## Address

Country \*

United States

Street \*

Zip \*

City \*

State \*

RECOMMEND

Separate Mailing Address

SAVE

SUBMIT

Once within the Address Change, populate all required fields, as well as the “Effective From” date when this change should take effect.

Once complete, click “Submit”

# MY CONTACTS UPDATE

## My Contacts Update



This action is used to update your emergency contacts, dependents, and beneficiaries.

 Start



To launch this action, click the **Start** button on the right side your screen. Once you've completed the information, please remember to click **Submit**.

My Contacts Update is to update your emergency contacts, dependents, and beneficiaries.

To kick off, click on “Start”

# MY CONTACTS UPDATE

Effective From \*

08/31/2021

SAVE

SUBMIT

Click +Add to update emergency contacts, dependents, and beneficiaries.

Account Contacts

Page 1 of 1 0 Rows All (0)

+ Add

Name	Relationship	Preferred Phone Number	Contact Type	Primary	Actions
No Data to Display					

SAVE

SUBMIT

Click on “+Add” to add new contacts, as well as the “Effective Date” when this change should take effect.

The “Add Account Contact” will open. Fill out the Required information, and select the “Contact Type”. A contact can be one or all of these contact types. Once done click “Save”.

Once complete, click on “Submit”

Add Account Contact

Primary Contact

Contact type  
 Emergency  Dependent  Beneficiary

Salutation

First Name \*

Middle

Last Name \*

Suffix

Relationship \*  
Choose...

Work Phone   Primary

Home Phone   Primary

Cell Phone   Primary

CANCEL SAVE

# PHONE/EMAIL CHANGE

## Phone/Email Change



This action is used to update your home phone, cell phone, personal email, and secondary email address.

To launch this action, click the **Start** button on the right side of your screen. Once you've completed the information, please remember to click **Submit**.

 Start



Phone/Email Change is to update your personal phone number and email.

To kick off, click on “Start”



# PHONE/EMAIL CHANGE

Effective From \*

08/31/2021



SAVE

CONTINUE

Phone Number

Phone Number

Email

Cell Phone

Home Phone

Work Phone

Primary Phone \*

Home Phone

SAVE

CONTINUE

Effective From \*

08/31/2021



SAVE

SUBMIT

Phone Number

Email

Email

Personal Email

Secondary Email

SAVE

SUBMIT

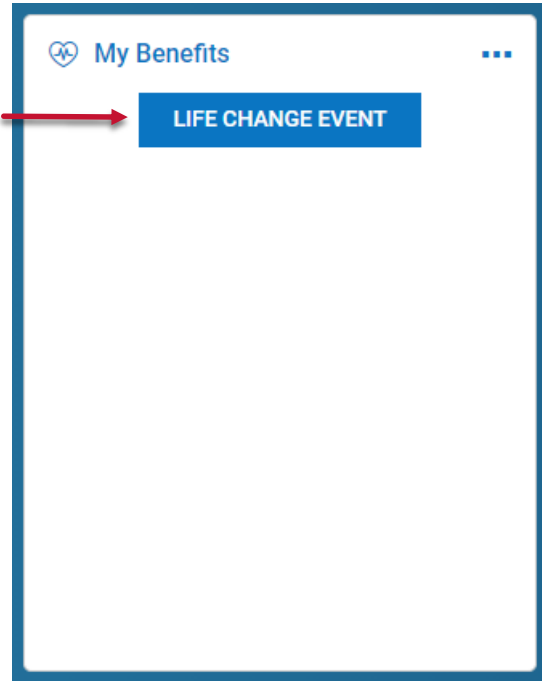
You will first be able to enter or edit your Cell Phone, Home Phone, & Work Phone. Selecting your Primary Phone is required. Be sure to enter the "Effective From" Date as well.

Once complete, click "Continue".

Next, you can enter or edit your Personal Email and Secondary Email. Please note for Production, Personal Email will be your Username

Once complete, click "Submit".

# MY BENEFITS – LIFE CHANGE EVENT



In the event you need to update your benefits, navigate to your HCM Dashboard.

On the right hand side of your dashboard you will find a tile titled “My Benefits” and click on “Life Change Event”.

The Life Change Event Window will pop up. Enter the Date of the Event, and select from the drop down of Life Change Events.


Once complete, click “Save”.

A screenshot of a 'Life Change Event' form. The form has a title bar 'Life Change Event' with a close button (X). Below the title bar, there are two input fields: 'Select Date of Event \*' with the value '08/31/2021' and a calendar icon, and 'Select a type of Life Change Event \*' with a dropdown arrow. Below these fields are two buttons: 'CANCEL' and 'SAVE'. A red arrow points to the 'SAVE' button. Below the buttons, there is another dropdown menu for 'Select a type of Life Change Event \*' which is open, showing a list of options: Birth/Adoption, Company Transfer, Death Of Spouse/Dependent, Divorce/Legal Separation, Gaining other health coverage, Loss of other health coverage, Marriage/Partnership, and Union Change.

# MY BENEFITS – LIFE CHANGE EVENT

Enrollment Benefit Plans

← Life Change - Divorce/Legal Separation

Incomplete  
 50%  
 Started on 08/31/2021

CONTINUE

- ✓ Instructions
- ✓ Supporting Information
- Dental
- Confirm & Submit

## Instructions

As you proceed through the benefit categories (Medical, Dental, etc.), review the provider, pricing and coverage type that best meets your family's needs. Note that there are options to compare plan pricing and features to assist you with your selections.

Once you have decided on a plan, select the coverage in the dropdown before selecting the checkbox next to the plan. Note that you have the option to waive plan coverage and can modify your selections up to final submit on confirm selections tab.

After you have selected your plan, if you have chosen a plan that requires a dependent (e.g. Employee plus Family) you will need to select those dependents. In most cases your dependents have already been added to the options for you. If not, you will want to have your dependent's contact, SSN and birthday information available as you complete this section.

**NOTE: You must complete the Confirmation Selection tab and submit prior to your selections to be considered for activation.**

Your information will be forwarded to HR for review and approval. You can always return to view your status of current benefits as needed or initiate a request for change should you experience a "Life Change Event" outside of the open enrollment period.

This display can be populated with ESS Life Change Event Instructions Tab information - it is located Company Settings > Profiles/Policies>Benefits>Life Change Event Types > Divorce/Legal Separation

[http://www.standard.com/mybenefits/mhs\\_ho.html](http://www.standard.com/mybenefits/mhs_ho.html)

CONTINUE

You will be taken to the appropriate checklist for your selected Life Change Event.

Enter all required information, include supporting information, and update your benefits as needed.

To proceed to next checklist item, click on "Continue".

Once complete, click on "Submit".

Once submitted, HR will review and approve.

# MY PAY

The screenshot displays the Workforce Dimensions HR dashboard for user Seth Tester. The top navigation bar includes the company logo, user name, and a search bar. Below this, a summary card shows the user's name, position title, and employee ID. A 'Today's Tasks' section indicates 1 new to-do and 3 notifications to review. The main dashboard area features a 'Start' section with various icons for 'My Account', 'My Information Update', 'My Checklists', 'My Forms', 'My Pay', 'My Performance', 'My Career', 'My Org Chart', and 'Vigor Voyager'. The 'My Pay' icon is circled in red. A dropdown menu is open under 'My Pay', listing 'Pay Statements', 'Tax Withholding Change (Form W-4)', 'Tax Information', 'Direct Deposit Change', and 'W2s'. The 'Tax Withholding Change (Form W-4)' option is also circled in red. A red arrow points from the 'My Pay' icon to the dropdown menu.

My Pay can be found on your HR Dashboard by navigating under “My Pay” and click on the area you want to see/change.

# MY PAY: PAY STATEMENTS

The screenshot shows the Workforce Dimensions employee self-service portal. On the left, the user profile for Seth Tester is visible. The main navigation area includes 'My Pay' with a 'Pay Statements' link highlighted by a red arrow. A callout box explains that clicking this link provides summaries of recent pay, links to more details, and access to historical views of paystubs.

The 'My Pay' section is divided into 'RECENT' and 'HISTORICAL' views. The 'HISTORICAL VIEWS' section is circled in red and shows a date range filter from 11/09/2020 to 11/08/2021. Below this, two pay periods are displayed: Jun 30, 2021 with a net payment of \$1,421.23, and Mar 31, 2021 with a net payment of \$1,437.14. A 'DETAILED VIEW' link is circled in red at the bottom of the historical view.

The 'DETAILED VIEW' is a 'Pay Statement Preview' for the period 04/01/2021-06/30/2021. It shows a finalized pay statement for an amount of \$16,311.07. The statement includes a 'Non-Negotiable' watermark and an authorized signature line. It also contains a 'Check SETUP' section with a pay date of 06/30/2021 and a pay period of 04/01/2021-06/30/2021. The 'Earnings' and 'Deductions' tables are as follows:

Earnings				
	Rate	Hours	Current	YTD
Regular	40.87	552.00	22,557.48	40,538.08
Holiday	40.87	8.00	326.92	1,961.52
ICP_H				11,233.00
GTL SECH_H			46.20	88.73
<b>Gross Pay</b>			<b>22,930.60</b>	<b>63,821.33</b>

Deductions				
		Current	YTD	
DentalSECH		62.58	125.16	1
FSAMed SECH		600.00	1,200.00	1
MedicalSECH		838.20	1,676.40	1
VolLife-EE		62.40	124.80	
VolLife-SP		93.00	186.00	
<b>Total</b>		<b>1,656.18</b>	<b>3,312.36</b>	

The 'Company Paid Benefits' table is also present:

	Current	YTD
DentalSECH	232.98	465.96
MedicalSECH	2,893.80	5,787.60
Life SECH	35.70	
FUTA		42.00
FICA	1,328.65	3,150.83
MEDI	310.74	736.91
SUTA-OR	317.96	963.61
Trimet Excise T	167.58	397.57
WC-OR	6.07	10.91
<b>Total</b>	<b>5,293.46</b>	<b>11,555.39</b>

The 'Tax Allowance Settings' section shows 'Federal: Married Filing Jointly' and 'Form W4 2020 And Later: Yes'. At the bottom of the preview, there are 'CLOSE' and 'DOWNLOAD PDF' buttons.

# MY PAY: TAX INFORMATION

**WORKFORCE DIMENSIONS** 11:00 AM (PDT)

Seth Tester  
Position Title: zz-13-SHIP-PDX-PMT-AdminAsstII, VIGOR MARINE LLC  
Employee ID: 229911 | Hired Date: 09/01/2021

Today's Tasks  
1 New To Do's  
3 Notifications to Review

WORKFORCE DIMENSIONS

Search

My Pay

Pay History **Forms** Direct Deposits Tax Information

← Tax Information

JUMP TO  
General  
**Federal**  
State  
Local

**YOU MAY ADJUST YOUR TAX WITHHOLDINGS BY SUBMITTING A NEW FORM W-4 VIA THE "FORMS" LINK IN THIS NAVIGATION**

**THIS IS INFORMATIONAL ONLY. TO CHANGE YOUR WITHHOLDINGS, GO TO THE "TAX WITHHOLDING" SECTION**

Click the "Tax Information" link to view details about your federal, state, and local tax withholdings (where applicable)

EE Withhold	Yes	ER Withhold	--
<b>Additional Medicare</b>			
EE Withhold	--		
<b>Medicare</b>			
EE Withhold	Yes	ER Withhold	--
<b>State</b>			
<b>Oregon</b>			
<b>Oregon (SIT)</b>			
EE Withhold	Yes	Non-Residency Statement Filed	No
# Of Allowances	0	Additional Withholding	\$0.00
Filing Status	MH	Oregon Political Subdivision	FALSE
The Employer Is Located In Eugene Only	FALSE	The Hourly Rate	0
<b>ER SUTA Oregon</b>			
ER Withhold	Yes		

# MY PAY: TAX WITHHOLDINGS

**Click the "Tax Withholding Change" link to view your active tax withholding documents**

**Clicking this opens an interactive Form W-4 you complete and sign online.**

**To change your withholding, you must submit a new W-4**

**Click here to download and print a copy**

**Click here to submit your W-4 changes for processing by payroll**

**Click here to save your work and finish later**

**ADD NEW**

**DOWNLOAD PDF** **SUBMIT** **SAVE**

Year	Status	State/...	Code	Name	Created
2021	New	Federal	W-4	Employee's Withholding Certificate	11/09/2021 10:08a
2021	New	Oregon	W-4	Oregon Employee's Withholding Allowance Certificate	11/09/2021 10:08a

**Form W-4: Employee's Withholding**

Department of the Treasury Internal Revenue Service

2021

Step 1: Enter Personal Information

(a) First name and middle initial: Moe A  
Last name: Syezlak  
Address: 742 Evergreen Terrace  
City or town, state, and ZIP code: Springfield OR 02134  
(b) Social security number: 123-45-6758

Step 2: Multiple Jobs or Spouse Works

Step 3: Claim Dependents

# MY PAY: W2 AND ELECTRONIC CONSENT

The screenshot shows the Workforce Dimensions My HR portal. On the left, the 'My Pay' section has a 'W2s' link highlighted with a red arrow. A text box explains: 'Click "W2s" to open the W2 repository. Since this system is brand new, it does not yet contain any W2s.' The main area shows the 'W2s' repository with a table header: 'Year', 'Box 1: Wages, Tips, Other Com...', and 'Box 2: Federal Income Tax Wit...'. The table is empty, and a message at the bottom says 'No Data to Display'. A red circle highlights this message. A red arrow points from a text box to the 'ELECTRONIC CONSENT' button. Another text box says: 'You should click this button and complete the consent form in order to view future W2s online'. The 'ELECTRONIC CONSENT' dialog box is open, showing the following text: 'Electronic Consent', 'If you choose to receive your Form W-2 electronically your consent will be valid for all subsequent tax years unless consent is revoked by you. You will be notified by your payroll administrator when your form is available.', and a checked checkbox 'Receive Form W2 Electronically'. At the bottom of the dialog are 'CANCEL' and 'SAVE' buttons.



# MY PAY: DIRECT DEPOSIT

WORKFORCE DIMENSIONS 11:00 AM (PDT) WORKFORCE DIMENSIONS Search

Seth Tester  
Position Title: zz-13-SHIP-PDX-PMT-AdminAsstII, VIGOR MARINE LLC  
Employee ID: 229911 | Hired Date: 09/01/2021

Today's Tasks  
1 New To Do's  
3 Notifications to Review

Home

★ Start

- My Account
- My Information Update
- My Checklists
- My Forms
- My Pay
- My Performance
- My Career
- My Org Chart
- Vigor Voyager

My Pay

- Pay Statements
- Tax Withholding Change (Form W-4)
- Tax Information
- Direct Deposit Change
- W2s

Click "Direct Deposit Change"  
add and/or edit your Direct  
Deposit settings.

# DIRECT DEPOSIT CHANGE

My HR

HR Actions | Checklists | Forms | Surveys

← HR Actions

AVAILABLE | OPEN (10) | SUBMITTED

Direct Deposit Change

Direct Deposit Change

This action is used to update your bank information and direct deposit account, or request a live check in lieu of direct deposit. Please note, it may take a full pay period for this information to update. In the event of being unable to deposit to your new account, a live check will be issued.

2 Open

**Start**

To launch this action, click the **Start** button on the right side of your screen. To add a new bank account, click the **+Add** button.

Once you've completed the information and signed the acknowledgement, please remember to select **Submit**.

**Click here to submit your changes to Payroll**

Direct Deposit Acknowledgement

Page 1 of 1

151% | Reset

**VIGOR**

**Direct Deposit Form**

**Direct Deposit/PayCard Authorization Agreement**

By signing below, I hereby authorize **Vigor Industrial and Affiliated Companies** to initiate automatic deposits to my account at the financial institution named below. I also authorize **Vigor Industrial and Affiliated Companies** to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold **Vigor Industrial and Affiliated Companies** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

I agree to have my payroll check statement delivered electronically via Employee Self-Service.

**SIGN**

**"Sign" online acknowledgement form**

Direct Deposit Change

Once you've completed the information and signed the acknowledgement, please remember to select **Submit**.

Effective From \*

11/09/2021

SAVE | **SUBMIT**

Click +Add to enter new bank account information.

Direct Deposits

Direct deposit transactions will process in the order listed below.

1 Direct Deposit (Active)

Bank Account Type	Checking	Account Number	██████████	Calculation Method	Flat \$ Amount
Active From	Nov 13, 2020	Active To	Dec 31, 9999	Amount	\$500.00
		Account Status			Active

**To add a new bank or account** → + Add

**To edit an existing direct deposit amount** → [Edit]

**The date the change should take effect**

**To add a new bank or account**

**To edit an existing direct deposit amount**



**THANK YOU!**

<https://atwork.vigor.local>