

# EMPLOYEE ACCESS CENTER (EAC)

Features  
Overview &  
Instructions

There is even a “What If” Paycheck Calculator that can be used to test out how changes in deductions will affect your paycheck.

Village of Hoffman Estates  
Employee Access Center

Home ? Logout

Employee Tasks:

Employee Information

Paychecks

Salary and Benefits

Leave Calendar & Balance

Print W2s

Print 1095-Cs

Tax Withholding Info

Deductions and Benefits

"What If" Paycheck Calculator

Click on the **Update** button if you need to change any information below.  
Be sure to fill in the **Effective Date** and click **Save** to submit your changes.

By clicking the **Save** button after making changes in Update mode,  
**you are authorizing the HRM Department to UPDATE**  
your employee record to reflect those changes.

Information

Update

Employee ID:		Previous Name:	
First Name:		Release Information:	
Middle Name:		Phone Number:	
Last Name:		Work Phone:	
Suffix:		Work Email:	
Address 1:		SSN:	
Address 2:		Birth Date:	
City:		Hire Date:	
State:		Department:	
Zip:		Check Location:	
Personal Email:		Personal Cell Phone:	
Other Phone:		Emergency Cell Phone:	
Years in Total:			
Emergency Contact:		Emergency Phone:	
Physician:		Physician Phone:	
Spouse:		Spouse Phone:	
Staff State ID:			

If you need copies of your W2s or paychecks, there is no longer any need to contact the Finance Department. Those documents are available wherever and whenever you need them.

W2s

Click on any year in the list below to **view, save, or print** a PDF of your W2 for that year of employment with the Village.

**Print W2's**


Available Years	Sequence Number	Control Number/ Batch
2019	0	2
2018	0	2
2017	0	2
2016	0	2




Get Adobe Reader

**Note:** A PDF document viewer is required to view W2 forms.

## Leave Balances

When you need to schedule time off, you can check your Leave Balances using Employee Access Center.





**Village of Hoffman Estates**  
Employee Access Center



**Employee Tasks:**

- Employee Information
- Paychecks
- Salary and Benefits
- Leave Calendar & Balance
- Print W2s
- Print 1095-Cs
- Tax Withholding Info
- Deductions and Benefits
- "What If" Paycheck Calculator

If your attendance is recorded during payroll processing,  
Leave Taken detail will appear in the Show Leave Detail column.

Leave Banks					
<a href="#">Leave Calendar</a>					
Code - Title	Unit of Leave	Taken YTD	Earned YTD	Balance	Show Leave Detail
041 - 40 HR SICK LEAVE	Hours	76.2500	66.4614	123.9409	
141 - 40 HR FLOATING HOLIDAY	Hours	40.0000	40.0000	0.0000	
242 - 40 HR VAC 4-10 YEARS (15)	Hours	64.0000	83.0772	124.5407	
441 - 40 HR HOLIDAYS	Hours	40.0000	56.0000	32.0000	

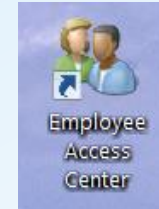
You may gain access to this web application from any device that has an internet connection, including desktop PCs, tablets, and smart phones, and from any location. It works on most internet browsers.

You do not have to be on the Village's network to sign into EAC.

**The URL is**

**<https://plus-ol.aspgov.com/hfm/EAC51/Login.aspx>**

There is a shortcut on your Village PC to EAC -



If using Internet Explorer on other than Village-owned PCs and laptops, you will need to set **Compatibility View** for this website. This can be accomplished by going to the above URL, then going to Tools, Compatibility View Settings, then click Add, which will add the website.

The login page for the Village of Hoffman Estates Employee Access Center. It features a header with the village logo and name. Below the header, there are two input fields for "User ID:" and "Password:". A "Login" button is positioned below the password field. A link for "Forgot your Password?" is located below the login button. At the bottom, there is a prompt to "Enter your Employee Number and Password to Login." and a note about the password reset process.

**Village of Hoffman Estates**  
Employee Access Center

User ID:

Password:

Login

[Forgot your Password?](#)

**Enter your Employee Number  
and Password to Login.**

*If you cannot remember your password, click on the **Forgot Your Password Link** above, and your password will be emailed to you.*

Your **employee number** and the **last four digits** of your Social Security Number are all you need to login.

For those already using Time Entry for payroll, your login credentials (ID and password) are shared by Time Entry and Employee Access Center, so there is no need to remember another User ID and password!

The image shows the login page for the Village of Hoffman Estates Employee Access Center. At the top left is the village logo, a circular seal with 'H' and 'E' inside. To its right is the header text: "Village of Hoffman Estates" in a large, bold, blue font, and "Employee Access Center" in a smaller, italicized blue font below it. The main login area contains two text boxes: "User ID:" followed by a yellow box containing the text "Enter Your Employee ID", and "Password:" followed by a yellow box containing the text "Last 4 digits of SSN". Below these boxes is a grey "Login" button. To the left of the login fields are two blue callout boxes with white text and blue arrows pointing to the input fields. The top callout box says "Find your Employee ID on your pay voucher or paycheck stub." and has an arrow pointing to the User ID field. The bottom callout box says "For those currently using Time Entry, use the password you use for Time Entry." and has an arrow pointing to the Password field. Below the "Login" button is a blue hyperlink that says "Forgot your Password?". At the bottom of the page, there is a blue instruction: "Enter your Employee Number and Password to Login." and a final note in black text: "If you cannot remember your password, click on the **Forgot Your Password Link** above, and your password will be emailed to you."

**Village of Hoffman Estates**  
*Employee Access Center*

Find your Employee ID on your pay voucher or paycheck stub.

User ID: Enter Your Employee ID

Password: Last 4 digits of SSN


Login

[Forgot your Password?](#)

*Enter your Employee Number and Password to Login.*

*If you cannot remember your password, click on the **Forgot Your Password Link** above, and your password will be emailed to you.*



 **Village of Hoffman Estates**  
Employee Access Center

**Employee Tasks:**  
Employee Information  
Paychecks  
Salary and Benefits  
Leave Calendar & Balance  
Print W2s  
Print 1095-Cs  
Tax Withholding Info  
Deductions and Benefits  
"What If" Paycheck Calculator

**Change Password**

Old Password:


New Password:

Re-Type New Password:

The first time you log in, you should change your password from the last four digits of your SSN to a longer, strong password.

Click on the drop down arrow, and select **Preferences** after logging in for the first time to change your password. Your password should be changed to protect your employee info.

Even for those currently using Time Entry, it is recommended that you change yours to a **strong** password.

 **Village of Hoffman Estates**  
Employee Access Center

Employee Tasks:

- Employee Information
- Paychecks
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- Deductions and Benefits
- "What If" Paycheck Calculator

Click on the **Update** button if you need to change any information below.  
Be sure to fill in the **Effective Date** and click **Save** to submit your changes.

By clicking the **Save** button after making changes in Update mode,  
**you are authorizing the HRM Department to UPDATE**  
your employee record to reflect those changes.

**Information**

**Update**

Employee ID:		Previous Name:	
First Name:		Release Information:	
Middle Name:		Phone Number:	
Last Name:		Work Phone:	
Suffix:		Work Email:	
Address 1:		SSN:	
Address 2:		Birth Date:	
City:		Hire Date:	
State:		Department:	
Zip:		Check Location:	
Personal Email:		Personal Cell Phone:	
Other Phone:		Emergency Cell Phone:	
Years in Total:			
Emergency Contact:		Emergency Phone:	
Physician:		Physician Phone:	
Spouse:		Spouse Phone:	
Staff State ID:			

Under Employee Tasks,  
choose  
**Employee Information**

Notice the Update option  
which can be used to submit  
changes or corrections to  
your Employee Record.




You can determine the fields you are able to update by the box that surrounds each of them.

If changes are needed, be sure to **enter the Effective Date**, which defaults to the current date, then **click Save** at the bottom of the window to submit your entries.

Please note that your record is not immediately updated when you click on Save.

Changes will be reviewed and posted by the HRM Department.

**Village of Hoffman Estates**  
Employee Access Center

**Employee Tasks:**

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Click on the **Update** button if you need to change any information below.  
Be sure to fill in the **Effective Date** and click **Save** to submit your changes.

By clicking the **Save** button after making changes in Update mode,  
**you are authorizing the HRM Department to UPDATE**  
your employee record to reflect those changes.

Information	
Employee ID:	
First Name:	
Middle Name:	
Last Name:	
Suffix:	
Address 1:	
Address 2:	
City:	
State:	IL
Zip:	
Personal Email:	
Other Phone:	
Years in Total:	0
Emergency Contact:	
Physician:	
Spouse:	
Staff State ID:	
Effective Date:	1/4/2017
Previous Name:	
Release Information:	<input type="checkbox"/>
Phone Number:	
Work Phone:	
Work Email:	
SSN:	
Birth Date:	
Hire Date:	
Department:	
Check Location:	
Personal Cell Phone:	
Emergency Cell Phone:	
Emergency Phone:	
Physician Phone:	
Spouse Phone:	

Save

Cancel

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- Employee Information
- Paychecks
- Salary and Benefits
- Leave Calendar & Balance
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- "What If" Paycheck Calculator

Click on any Check Number in the list below  
to **view, save, or print** a PDF of that paycheck.

Paychecks are viewable here as soon as payroll has been completed, which is usually two days before the actual Check Date when the funds will be available.

### Payroll Check Information

[illegible]

## Paychecks

Your Paycheck History is available going back to when we began use of FinancePLUS in 2000, if you have been here that long!

Click on the Check Number,  
and a PDF of your check will  
pop up.



VILLAGE OF HOFFMAN ESTATES  
1900 HASSELL ROAD  
HOFFMAN ESTATES, IL 60169-6308

CHECK DATE    CHECK NO.  
9/5/2014    V1446383

PAY \*\*\*\*\*VOID CHECK\*\*\*\*\*

AMOUNT \*\*\*\*\*

TO THE  
ORDER  
OF



CREATED BY EMPLOYEE ACCESS CENTER

Statement of Earnings and Deductions

Location	Employee No.	Period Ending	Check No.	Check Date
4700	10	8/31/2014	V1446383	9/5/2014

Earnings					Employee Deductions		Employer Contributions		
Description	Hours	Rate	Current	Year to Date	Description	Current	Year to Date	Current	Year to Date
REG	72.00				FICA				
SICK	8.00				MEDICARE				
VACATION					FED TAX				
PH					STATE TAX				
HOLIDAY					IMRF				
INS WAIVER					PLAN3 SING				
DIF					IMRF LIFE				
					LEGAL				
					CREDIT UN				
					SUPP LIFE				
					IMRF VAC				
					GTL				
					DIR DEP				
Totals	80.00				Totals				
Leave				Direct Deposit Information			Net Pay		
Earned	Taken	End Balance							
SICK LEAVE	.46	.25	.94	PNC					
PLING HOL	.00	.00	.00						
VAC/15DAYS	.08	.00	.54						
HOLIDAY	.00	.00	.00						
							Employee		
							CATHERINE L. ERRICHELLO		
							Tax Information		
							Fed	State	
							MARITAL STATUS MP	B	
							EXEMPTIONS	0	0
Notes:									

Note that these are your actual pay stubs and may be printed out as you wish.

This is a great way to gather information required for loans and other times when check stubs are needed.

## Historical Salary and Benefits Statement for 1/1/2014 to 12/31/2014

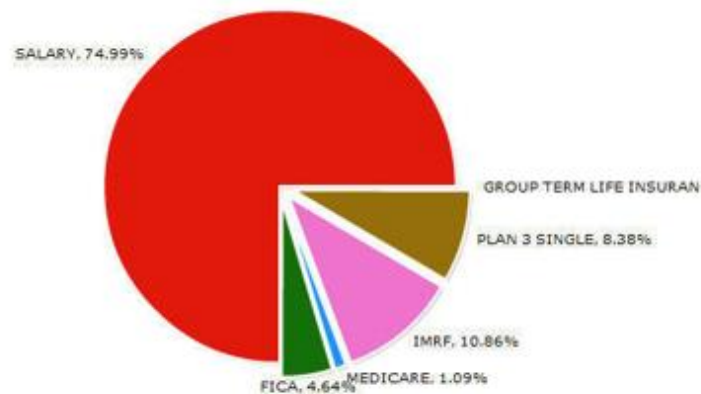
Historical information is accurate as of the last payroll calculation.

Earnings	
Title	Earnings
REGULAR HOURS	.91
SICK	.59
VACATION	.67
FLOATING HOLIDAY	.88
HOLIDAY	.84
HEALTH INSURANCE WAIVER	.50
DEATH IN FAMILY	.15
<b>Total Earnings:</b>	<b>.54</b>

Benefits	
Title	Benefit
FICA	.64
MEDICARE	.07
IMRF	.25
PLAN 3 SINGLE	.92
GROUP TERM LIFE INSURANCE	.40
<b>Total Benefits:</b>	<b>.28</b>
<b>Total Compensation:</b>	<b>.82</b>

Benefits as a Percentage of Earnings: 33.36 %  
Benefits as a Percentage of Total Compensation: 25.01 %

Percentages in chart below are based on Total Compensation.

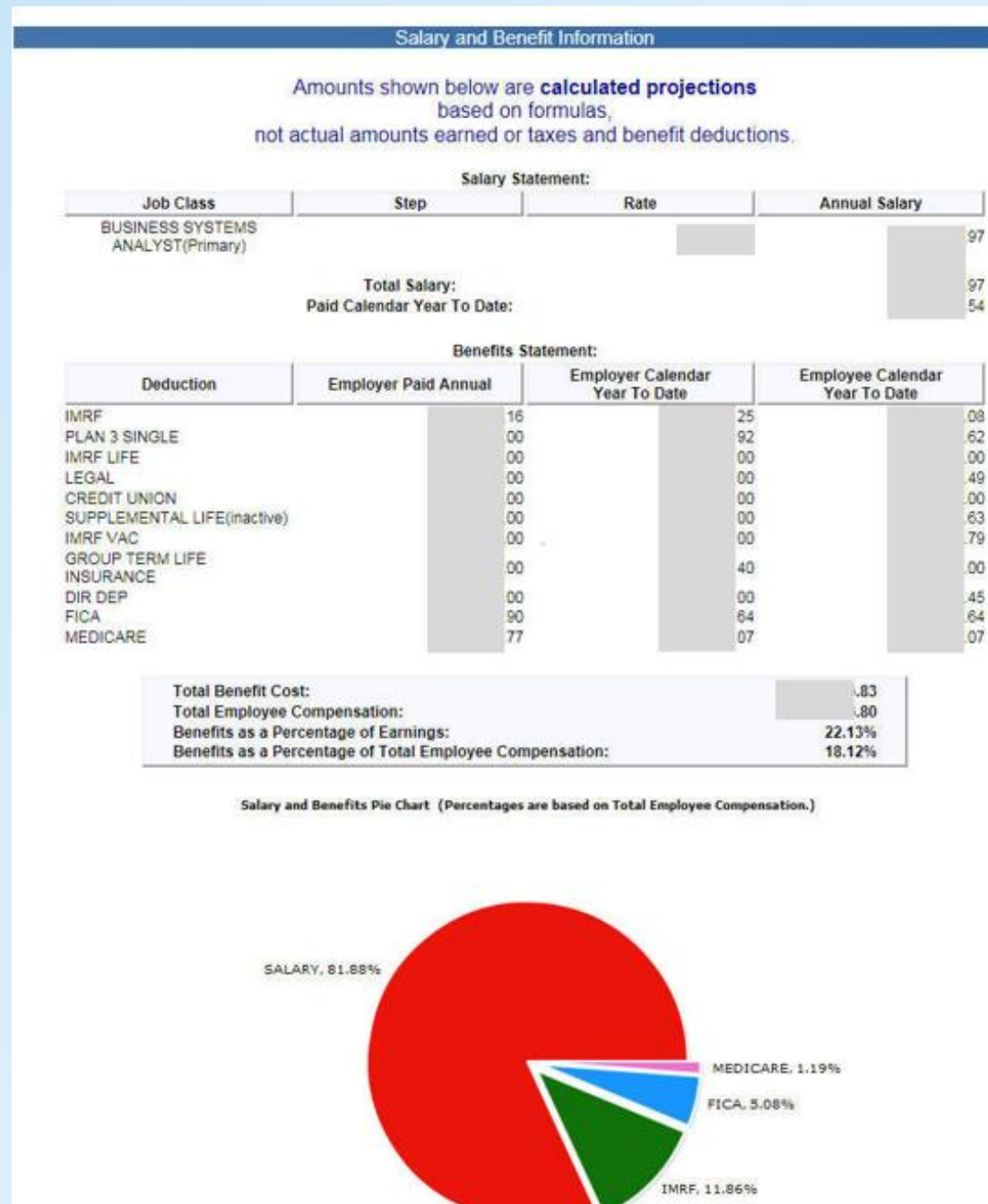


## Salary and Benefits

Salary and Benefit Information for the current calendar year is now at your fingertips.

Here is an example of the **Historical Option**.

Here is a **Calculated Option**, which provides projections of your Salary and Benefits through the end of the calendar year.



## **Leave Banks and Leave Calendar**

In this section, you may check your Leave Balances and Leave Taken for particular dates(s) and type(s).


The following two pages show examples of what information is available in these sections.

Further options may be available in the future, and information will be provided when new options are implemented.






# Leave Bank Option

The top section of this page shows the balances available for each Leave Type.

**Village of Hoffman Estates**  
Employee Access Center

THOMAS ERRICHIELLO







**Employee Tasks:**

- Employee Information
- Paychecks
- Salary and Benefits
- Leave Calendar & Balance
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- Print 1095-Cs
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- "What If" Paycheck Calculator

If your attendance is recorded during payroll processing,  
Leave Taken detail will appear in the Show Leave Detail column.

Leave Banks

Leave Calendar

Code - Title	Unit of Leave	Taken YTD	Earned YTD	Balance	Show Leave Detail
041 - 40 HR SICK LEAVE	Hours	76.2500	66.4614	123.9409	
141 - 40 HR FLOATING HOLIDAY	Hours	40.0000	40.0000	0.0000	
242 - 40 HR VAC 4-10 YEARS (15)	Hours	64.0000	83.0772	124.5407	
441 - 40 HR HOLIDAYS	Hours	40.0000	56.0000	32.0000	

Description	From	To	Hours	Posted	Remarks
HOLIDAY	07/04/2006	07/04/2006	8.0000	U	UNPOSTED TIME ENTRY
HOLIDAY	12/24/2007	12/24/2007	8.0000	P	FROM TIME ENTRY
HOLIDAY	12/25/2007	12/25/2007	8.0000	P	FROM TIME ENTRY
HOLIDAY	01/01/2008	01/01/2008	8.0000	P	HOLIDAY
HOLIDAY	05/26/2008	05/26/2008	8.0000	P	FROM TIME ENTRY
HOLIDAY	07/04/2008	07/04/2008	8.0000	P	FROM TIME ENTRY
HOLIDAY	09/01/2008	09/01/2008	8.0000	P	FROM TIME ENTRY
HOLIDAY	11/27/2008	11/27/2008	8.0000	P	FROM TIME ENTRY
HOLIDAY	12/24/2008	12/24/2008	8.0000	P	FROM TIME ENTRY
HOLIDAY	12/25/2008	12/25/2008	8.0000	P	FROM TIME ENTRY
HOLIDAY	05/25/2009	05/25/2009	8.0000	P	FROM TIME ENTRY
HOLIDAY	11/26/2009	11/26/2009	8.0000	P	FROM TIME ENTRY
HOLIDAY	12/24/2009	12/24/2009	8.0000	P	FROM TIME ENTRY
HOLIDAY	12/25/2009	12/25/2009	8.0000	P	FROM TIME ENTRY
HOLIDAY	01/01/2010	01/01/2010	8.0000	P	FROM TIME ENTRY
HOLIDAY	05/31/2010	05/31/2010	8.0000	P	FROM TIME ENTRY
HOLIDAY	07/05/2010	07/05/2010	8.0000	P	FROM TIME ENTRY
HOLIDAY	09/06/2010	09/06/2010	8.0000	P	FROM TIME ENTRY
HOLIDAY	11/25/2010	11/25/2010	8.0000	P	FROM TIME ENTRY
HOLIDAY	12/23/2010	12/23/2010	8.0000	P	FROM TIME ENTRY
HOLIDAY	12/24/2010	12/24/2010	8.0000	P	FROM TIME ENTRY
HOLIDAY	12/31/2010	12/31/2010	8.0000	P	FROM TIME ENTRY
HOLIDAY	07/04/2011	07/04/2011	8.0000	P	FROM TIME ENTRY
HOLIDAY	09/05/2011	09/05/2011	8.0000	P	FROM TIME ENTRY
HOLIDAY	11/24/2011	11/24/2011	8.0000	P	FROM TIME ENTRY

For those employees with more detail available, there is the option to expand each Leave Type to see the hours and date the Leave Type was taken.

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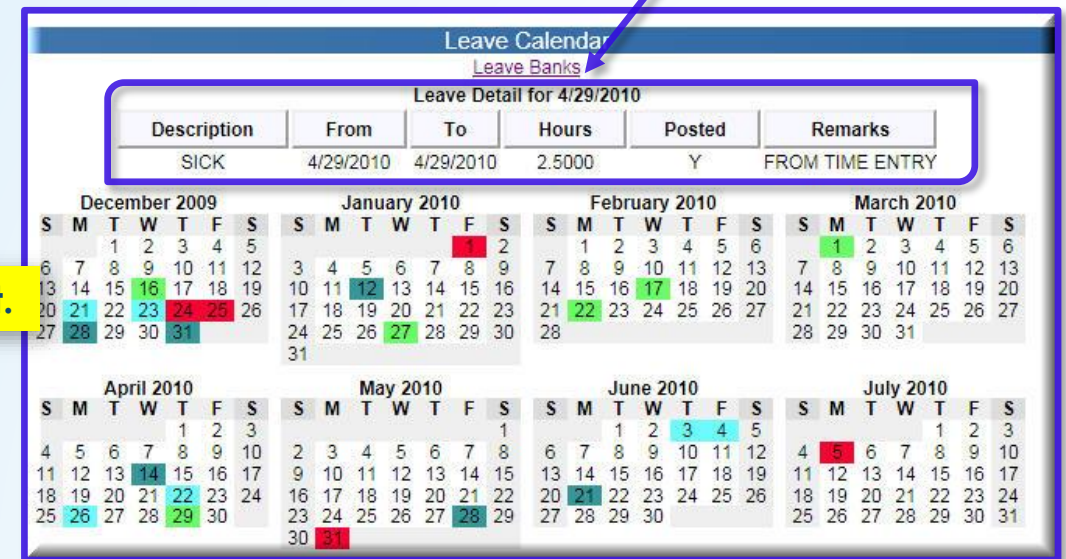
# Leave Calendar Option

Shows yearly calendar with Leave Detail on dates taken. This detail is visible since 2013 for all employees.



Notice ability to see Leave Type with pop-out.

Clicking on a date with a colored box will display Leave Taken details for that date above the calendar.



Change dates here to see detail for other years.

## Print W2s


Historical W2 forms are available in this section to print as needed.

**Employee Tasks:**

- Employee Information
- Paychecks
- Salary and Benefits
- Leave Calendar & Balance
- Print W2s**
- Print 1095-Cs
- Tax Withholding Info
- Deductions and Benefits
- "What If" Paycheck Calculator

Click on any year in the list below to **view, save, or print** a PDF of your W2 for that year of employment with the Village.

Print W2's		
Available Years	Sequence Number	Control Number/ Batch
<a href="#">2014</a>	0	2
<a href="#">2015</a>	0	2
<a href="#">2016</a>	0	2
<a href="#">2017</a>	0	2



Get ADOBE® READER®

**Note:** A PDF document viewer is required to view W2 forms.

<b>Copy B To Be Filed With Employee's FEDERAL Tax Return</b>		38-2099603 OMB No. 1545-0048
a Employer's soc. sec. no.	1 Wages, tips, other comp.	2 Federal income tax withheld
b Employee ID number 36-4434331	3 Social security wages	4 Social security tax withheld
	5 Medicare wages and tips	6 Medicare tax withheld
c Employer's name, address, and ZIP code VILLAGE OF HOFFMAN ESTATES 1900 HASSELL RD HOFFMAN ESTATES, IL 60169-6308		
d Control number <b>CREATED BY EMPLOYER ACCESS CENTER</b>		
e Employee's name, address, and ZIP code [REDACTED]		
7 Social security tips 0.00	8 Allocated tips 0.00	
10 Dependent care benefits 0.00	11 Nonqualified plans	12a Code See inst. for box 12 c
13 Statutory employee	14 Other	12b Code
Retirement plan X		12c Code
Third-party sick pay		12d Code
IL 36-2434331		
15 State Emp'r's state I.D. #	16 State wages, tips, etc.	17 State income tax
18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Form W-2 Wage and Tax Statement **2011** Dept. of the Treasury - IRS  
This information is being furnished to the Internal Revenue Service.

These are official W2 forms and therefore, may be used for tax filings or any other purpose for which an employee would require them.




## Tax Withholding Info

This section allows you to view and update your withholding info.

There are links to Federal and State W4s.

Like the updates to Employee Info, these changes will be reviewed and posted by HRM.

**Village of Hoffman Estates**  
Employee Access Center

Employee Tasks:

[Employee Information](#)  
[Paychecks](#)  
[Salary and Benefits](#)  
[Leave Calendar & Balance](#)  
[Print W2s](#)  
[Print 1095-Cs](#)  
**[Tax Withholding Info](#)**  
[Deductions and Benefits](#)  
["What If" Paycheck Calculator](#)

Click on the **Update** button if you need to change your withholding levels.  
Be sure to fill in the **Effective Date** field and click **Save** when done.

By clicking the **Save** button after making changes in Update mode,  
you are authorizing the HRM Department to **UPDATE**  
your employee record to reflect those changes.

For your convenience, links to the Federal and State W4 forms are provided below.  
Please complete the appropriate form and submit to HRM.

Tax Information			
Printed W2 :      Printed W2			
Federal			
Exempt:	N - Not Exempt	No. of Exemptions:	0
Filing Status:	SF	Additional Withholding:	0.00
Instructions:	Please make changes to the Federal Withholding fields and click on the Federal W-4 form to complete it for submission to HRM.		
<a href="#">Federal W-4 Form</a>			
State			
Exempt:	N - Not Exempt	No. of Exemptions:	0
Filing Status:	B	Additional Withholding:	0.00
State:	IL		
Instructions:	PLEASE NOTE: The State of Illinois Tax Withholding is not calculated on Marital Status; it is calculated on Basic Allowances (B). Therefore, do not change it to Married or Single. Make adjustments for your number of allowances in the No. of Exemptions field.		
Please make changes to the State Withholding fields and click on the Illinois W-4 form to complete it for submission to HRM.			
<a href="#">Illinois W-4 Form</a>			
<div>Update</div>			

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Displays all your current deductions. By clicking on a Deduction Title here you are able to see additional details for that deduction.

Deduction Title	Status	Employee Paid	Employee YTD	Employer Paid	Employer YTD
IMRF	Active	4.50%	\$138.00	12.83%	\$393.46
PPO-3 - SINGLE	Active	\$7.23	\$7.23	\$361.25	\$361.25
FSA - MEDICAL	Inactive	\$0.00	\$0.00	\$0.00	\$0.00
CAL	Inactive	\$0.00	\$0.00	\$0.00	\$0.00
IMRF LIFE	Active	\$8.00	\$8.00	\$0.00	\$0.00
LEGAL	Active	\$7.07	\$7.07	\$0.00	\$0.00


Code	1023	Title	PPO-3 - SINGLE
Status	Active	Benefit Effective Date	
Employee Paid	\$7.23	Employer Paid	\$361.25
Maximum Deduction		Maximum Benefit	

Earning Information for This Deduction						
	Current	Month	Quarter	Year	Fiscal	Inception
Employee	7.23	7.23	7.23	7.23	7.23	1,016.43
Employer	361.25	361.25	361.25	361.25	361.25	40,299.29
Salary	3,066.71	0.00	3,066.71	3,066.71	3,066.71	



# HOW TO GET HELP

There is a Help Menu which is content specific, so if you click the Question mark on a specific page, help for that page will pop up.

 Village of Hoffman Estates  
Employee Access Center

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If your attendance is recorded during payroll processing, Leave Taken detail will appear in the Show Leave Detail column.

Leave Banks				
<a href="#">Leave Calendar</a>				
Code - Title	Unit of Leave	Taken YTD	Earned YTD	Balance
041 - 40 HR SICK LEAVE	Hours	76.2500	66.4614	123.9409
141 - 40 HR FLOATING HOLIDAY	Hours	40.0000	40.0000	0.0000
242 - 40 HR VAC 4-10 YEARS (15)	Hours	64.0000	83.0772	124.5407
441 - 40 HR HOLIDAYS	Hours	40.0000	56.0000	32.0000

[Show](#)

- If you are having problems signing in to Employee Access Center, please contact the HRM Department during regular business hours.
- If you have questions about your info contained in the Employee Information section or regarding Salary, Deductions or Benefits, please contact the HRM Department during regular business hours.
- For issues related to Tax Withholding, W2s , or Leave Time, please contact Sharon Hellstrom in the Finance Department during regular business hours.

**Leave Banks Page**

The Leave Banks page shows you all the types of leave you are eligible to take or earn in the current fiscal year, displaying for each type the total number of leave units you earned for the year, the number of leave units you have taken so far, and the number of units you can still take. The units for each leave are defined by your organization's Human Resources department and can either be in days or hours. At the top of this page, your Employee Access Center system administrator may also display a statement with additional information.

Use this page for the following purposes:

- ☐ [To view leave banks summary information:](#)
- ☐ [To view or hide leave bank details:](#)
- ☐ [To return to the leave information page:](#)

**Field Descriptions**

- ☐ [Code-Title](#)
- ☐ [Unit of Leave](#)
- ☐ [Taken YTD \(Year to Date\)](#)
- ☐ [Earned YTD \(Year to Date\)](#)
- ☐ [Balance](#)
- ☐ [Show Leave Detail](#)

**Term Definitions**

- ☐ [Leave Bank](#)
- ☐ [Leave Day](#)
- ☐ [Leave Type](#)

**See also:**

- [Leave Information Page](#)
- [Leave Requests Page](#)