Around the Clock
Healthcare Services
"Staffing...wherever healthcare is provided."

# Common Tasks Within Your ATC Healthcare Services Vibe Portal Login

Within this document you will find easy "How To", step by step instructions for many of the tasks you can perform within the Vibe portal.

How to Logon: In your browser's address bar, type the following, or click the link below: http://atcpayroll.com

Enter your user name (email address) and your password and click ▶ to logon.

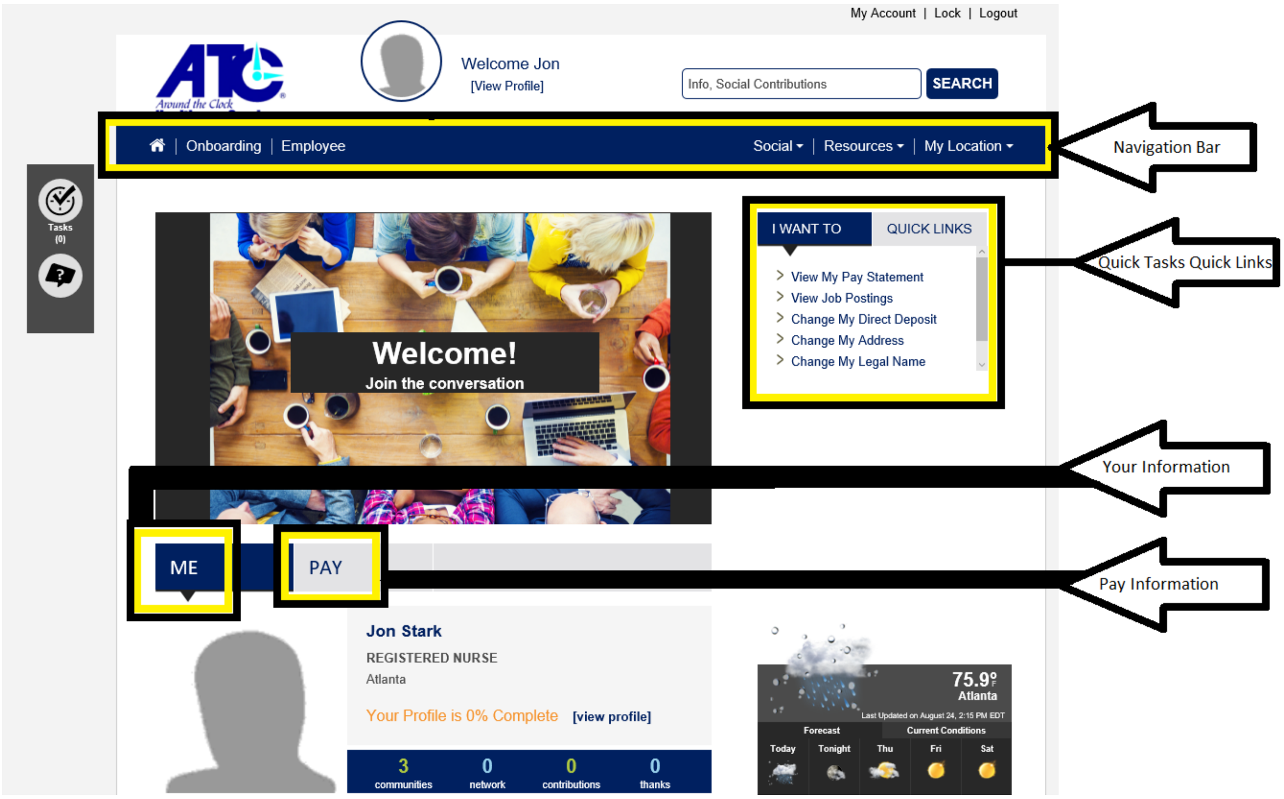

*Initial logons use the password format below. You will be forced to change the default password upon your first logon.

*Initial Format:
The first letter of your first name (upper case).
The first 3 letters of your last name (first letter is upper case, the following 2 are lower case).
Your home address' 5-digit zip code.

**EXAMPLE: If your name is John Smith and your home address' zip code is 12345, you would logon with the following information.**

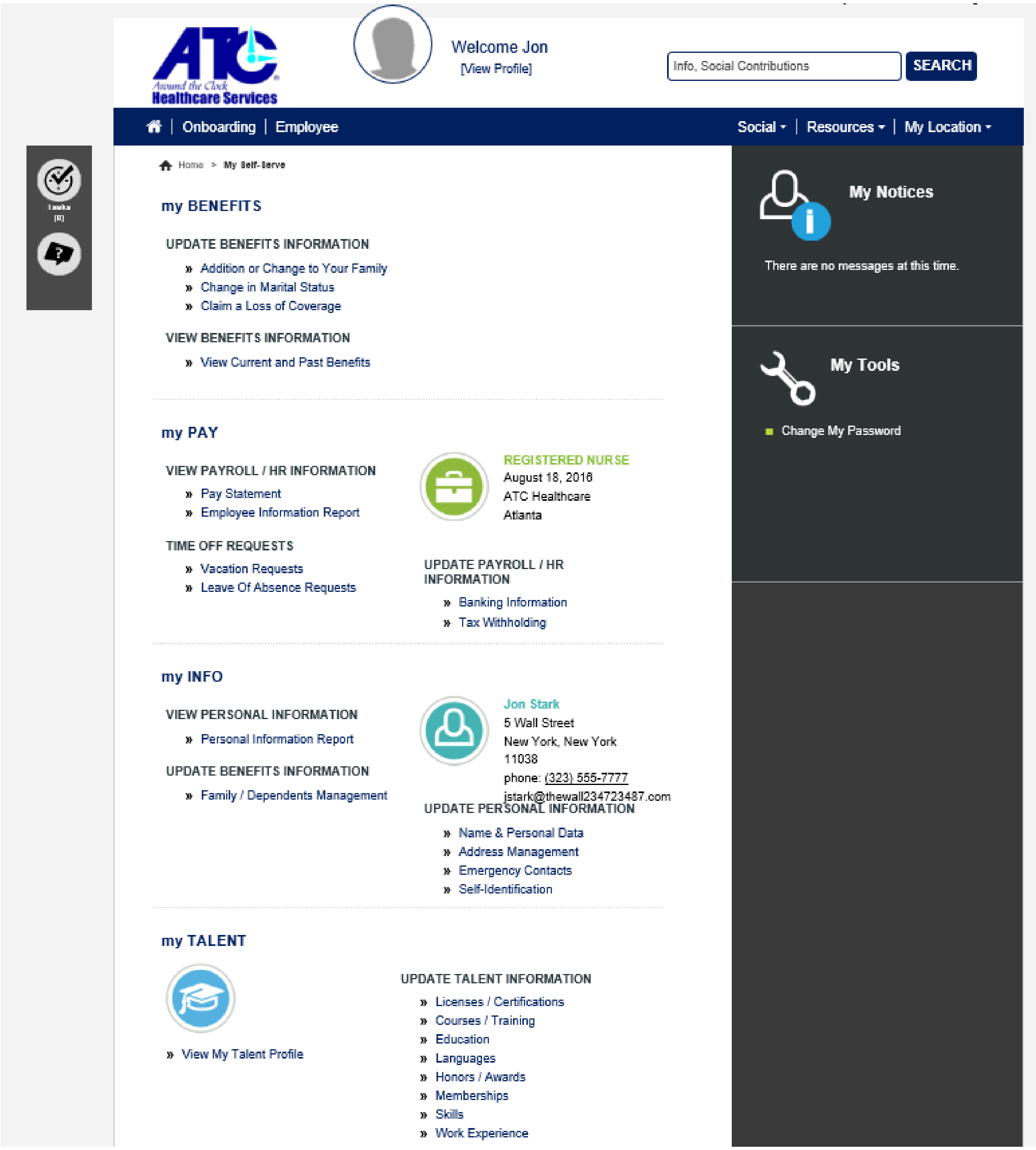
| | |
|---|---|
| Website: | http://atcpayroll.com |
| User ID: | jsmith@atchealthcare.com |
| Password: | JSmi12345 |

Upon logging onto the system, you will see your Vibe Home page.  This page contains information about your ATC Healthcare Services employment information.




Navigation Bar: Use this bar to navigate your way through the system.


The Home Page icon () will take you to the page you see right after logging onto the system. The “Employee” link will take you to the area of the system where you can view or modify your information.




**“my BENEFITS”**

This section will allows you to view or modify your benefits information. This functionality is coming soon.

**“my PAY”**

Under my PAY you can view your pay statements by using the “Pay Statement” link. You can also run an

Employee Information Report.  Use the Time Off Request links to put in a vacation or leave of absence request.

On the right side of that section you will see a Banking Information link and Tax Withholding links.  Use these links to update your direct deposit account information and W4 tax information.

**“my INFO”**

In this area you will see links to update your benefit dependents as well as other personal information, including your social security number, phone numbers, addresses, emergency contacts, etc…

**“my TALENT”**

This section allows you to put in your licenses/certifications, courses/training, education history, languages, skills, and work experience.  You can also view your talent profile by using the “View My Talent Profile” link on the left.

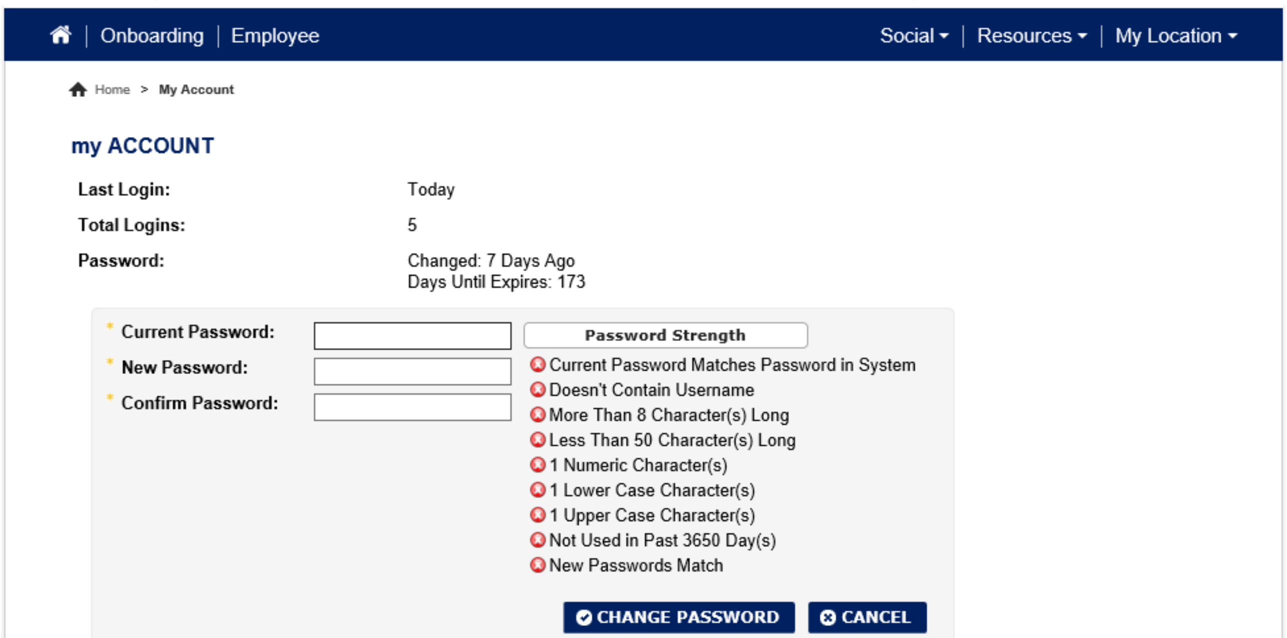
**“My Tools”**

Under the My Tools section you can use the “Change My Password” link to set your own password.

## How do I change my password?

1. Logon to Vibe.
2. On the Navigation bar, select “Employee”.
3. On the right, under “My Tools”, select “Change My Password”.
4. Use the icon to edit your password.


5. The following screen will appear. You must meet all requirements for setting a new password.




6. Enter your existing password in the “Current Password” field.
7. In the “New Password” field, type in the password you want to use and then type the same password into the “Confirm Password” field. If all the icons under “Password Strength” turn to green click “Change Password”. If the icons remain red , check that your new password meets the requirements in the list.
8. At your next login, you must use the new password you created.

## How do I view my pay statements/stubs?

1. On the Navigation bar, select “Employee”.
2. Under “my PAY”, select “Pay Statement”.

Around the Clock
**Healthcare Services**
*"Staffing...wherever healthcare is provided."*

3. The most recent pay statement will load.

**Pay Statement** Print

Choose A Period:

JUNE 26, 2016 - JULY 02, 2016 | View Pay Statement

**Generated By:** Jon Stark **August 25, 2016**

**ATC HEALTHCARE SERVICES, INC.**
1983 Marcus Ave
North New Hyde Park, New York 11042

**Pay Statement**
JULY 08, 2016

**PERSONAL INFORMATION**

Jon Stark
5 Wall Street
New York, NY 10038

**EMPLOYMENT INFORMATION**

**Employee Number:** 79053
**Job Title:** REGISTERED NURSE

**OTHER INFORMATION**

**Reference Number:** 22292

**PAY PERIOD INFORMATION**

**Period Start:** JUNE 26, 2016
**Period End:** JULY 02, 2016
**Payment Date:** JULY 08, 2016

**CURRENT GROSS EARNINGS**

| DESCRIPTION | HOURS / UNITS | RATE | AMOUNT | YTD |
|---|---|---|---|---|
| REG_E | 40.00 | 28.945 | 1,157.81 | 3,271.87 |
| OT_E | 20.25 | 37.732 | 764.07 | 764.07 |
| HOUSING (NON TAX)_E | | | 756.00 | 2,268.00 |
| MEAL & INCIDENTALS (NON TAX)_E | | | 385.00 | 1,155.00 |

**EMPLOYEE PAID DEDUCTIONS**

| STATUTORY DEDUCTIONS | AMOUNT | YTD |
|---|---|---|
| FED_FICA | 119.16 | 250.23 |
| CA_CALIFORNIA SDI | 17.30 | 36.33 |
| FED_FEDERAL INCOME TAX | 277.00 | 509.00 |
| FED_MEDICARE | 27.87 | 58.53 |
| CA_CALIFORNIA STATE TAX | 83.86 | 131.90 |
| NY_NEW YORK STATE TAX | 24.92 | 81.93 |

| OTHER DEDUCTIONS | AMOUNT | YTD |
|---|---|---|
| MEDICAL INS POST TAX_D | -32.57 | -97.71 |

**NET PAY**

| SUMMARY | GROSS | DEDUCTIONS STATUTORY | DEDUCTIONS OTHER | NET PAY |
|---|---|---|---|---|
| Current | 3,062.88 | 550.11 | -32.57 | 2,480.20 |
| YTD | 7,458.94 | 1,067.92 | -97.71 | 6,293.31 |

**DEPOSIT INFORMATION**

**DEPOSIT DATE:** JULY 08, 2016

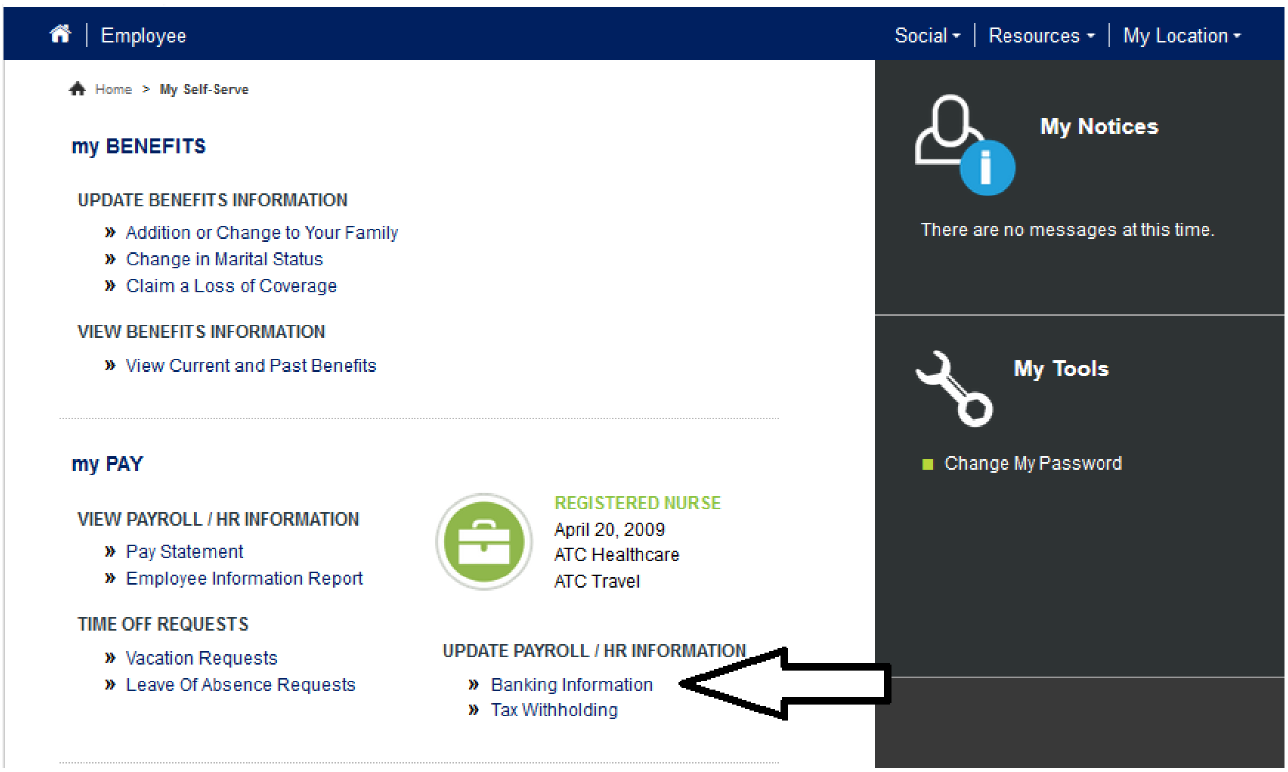
| ACCOUNT # | AMOUNT |
|---|---|
| N/A | 2,480.20 |

**Net Pay:**
**2,480.20**

a. Under "Choose A Period", use the drop-down box to select the pay statement you would like to see. After selecting the pay period, click the "View Pay Statement" button to load the data.
b. You will see your personal information, current gross earnings, employee paid deductions, and net pay.
c. You can print the statement by clicking the "Print" button at the top-right corner of the statement page.

**How do I add/edit my banking information for Direct Deposit?**

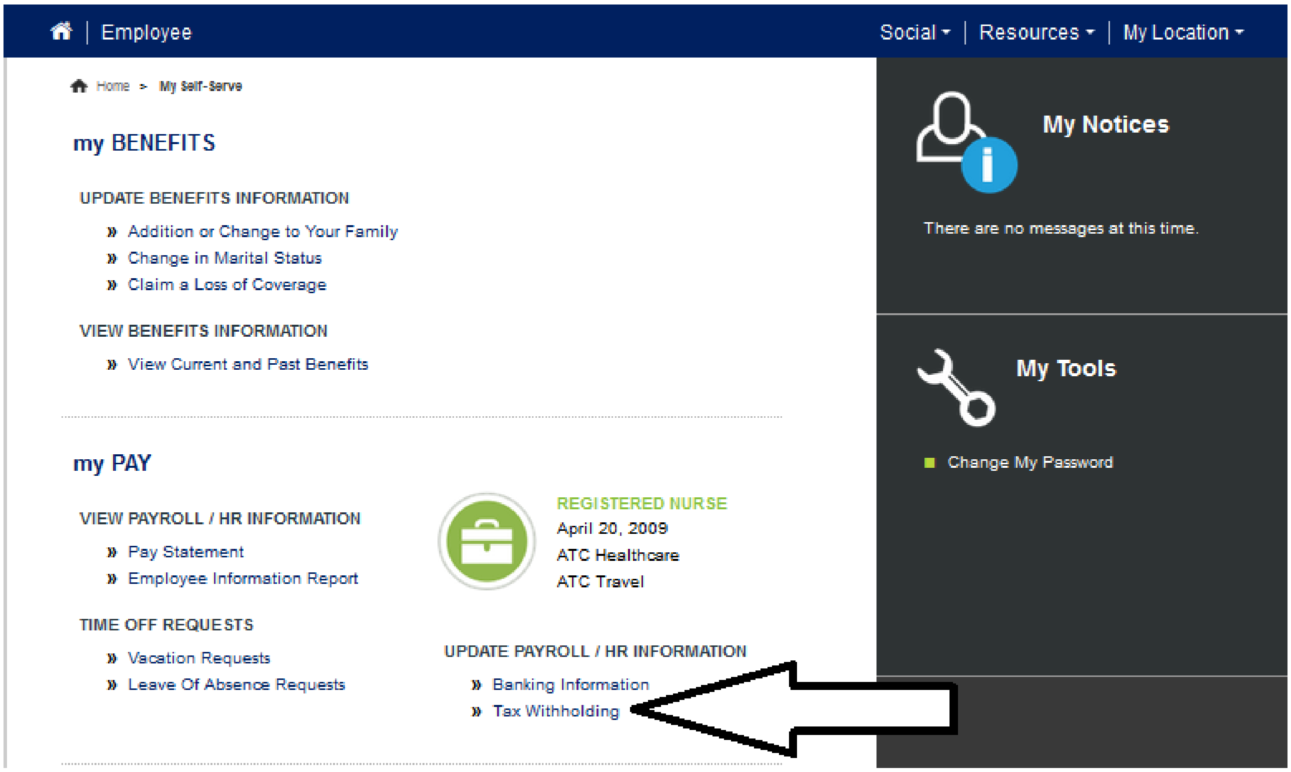
1. On the Navigation bar, select "Employee".
2. Under "my Pay", select "Banking Information". It is located below the "Update Payroll / HR Information" subsection.




3. If you do not have an account set up in the system, select "Add Account". If you do have an account, simply click on "Edit".
4. You must complete each section.
   a. Account Nickname: Select "Checking", "Savings", or "Other".
   b. Enter the account's routing number. You must also confirm the routing number.
   c. Enter the account number. You must also confirm the account number.
   d. When finished, click "Confirm" on the bottom of the form.
   e. You must attach a scanned image of a check to complete the direct deposit account page.
   f. You will see the new account listed. Click the  icon at the top-right corner of the window to go back to the "Employee" page. Be careful not to click the exit (X) button on your browser.

**How do I update my tax withholding?**

1. On the Navigation bar, select “Employee”.
2. Under “my Pay”, select “Tax Withholding”. It is located below the “Update Payroll / HR Information” subsection.

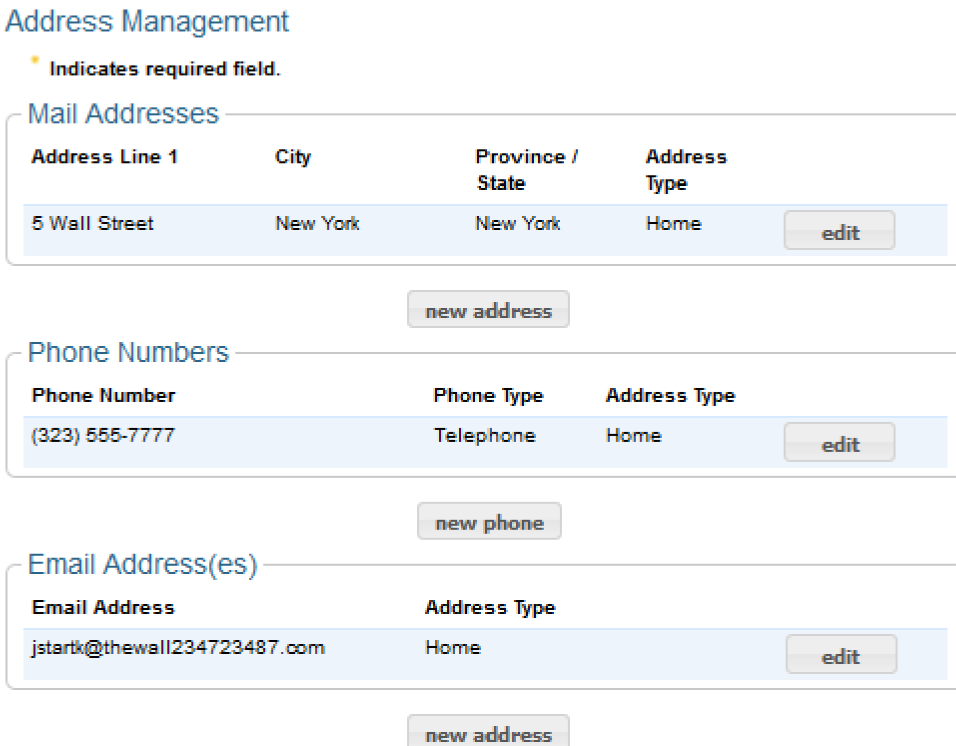



3. You will see your current tax withholding selections here. To modify them, click “Edit” on the bottom of the form. Make your modifications and when finished, click “Confirm” on the bottom of the form.
4. You will now see your updated selections. Click the  icon at the top-right corner of the window to go back to the “Employee” page. Be careful not to click the exit (X) button on your browser.

**How do I update my address and other personal information?**

1. On the Navigation bar, select “Employee”.
2. Under “my Info”, select the piece of information you would like to update.
3. To update your address, click “Address Management”.
    a. You can also update your email address and phone numbers here.
    b. Use the “Edit” buttons to modify existing information. You can use the “New Address” button to add an address, “New Phone” to add a new phone number, and “New Email Address” to add a new email address.

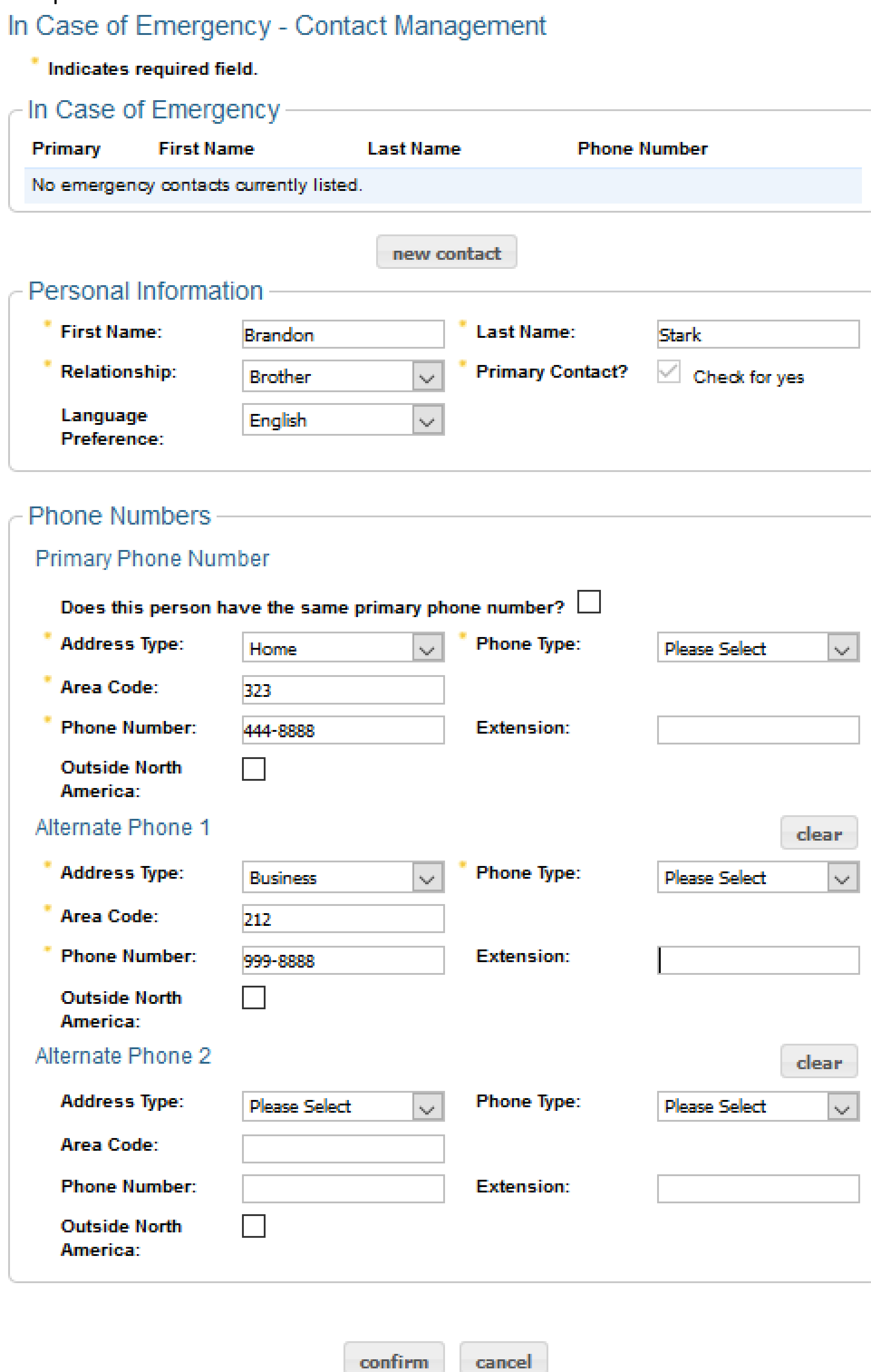
c. When editing, remember to click "Confirm" before you begin editing another item in this screen.




d. Click the  icon at the top-right corner of the window to go back to the "Employee" page. Be careful not to click the exit (X) button on your browser.

4. To update your name and personal data click "Name & Personal Data".
   a. Use the "Edit" button to modify the information. When finished, click "Confirm" on the bottom of the form.
      i. NOTE: If you are trying to upload a file attachment, you must first click the "Edit" button. The "New Attachment" option will now be available. Click on it to browse your computer for the file you want to upload. You will need to click "Confirm" when finished.
   b. Click the  icon at the top-right corner of the window to go back to the "Employee" page. Be careful not to click the exit (X) button on your browser.
5. To update your emergency contacts, click "Emergency Contacts".
   a. If an emergency contact already exists, you can use the "Edit" button. If no emergency contact exists, click "New Contact".

b. Complete the form and click "Confirm" when finished.



In Case of Emergency - Contact Management

* Indicates required field.

**In Case of Emergency**

| Primary | First Name | Last Name | Phone Number |
|---|---|---|---|
| No emergency contacts currently listed. | | | |

new contact

**Personal Information**

* First Name: Brandon
* Last Name: Stark
* Relationship: Brother
* Primary Contact? Check for yes
Language Preference: English

**Phone Numbers**

Primary Phone Number

Does this person have the same primary phone number?
* Address Type: Home
* Phone Type: Please Select
* Area Code: 323
* Phone Number: 444-8888
Extension:
Outside North America:

Alternate Phone 1 — clear
* Address Type: Business
* Phone Type: Please Select
* Area Code: 212
* Phone Number: 999-8888
Extension:
Outside North America:

Alternate Phone 2 — clear
Address Type: Please Select
Phone Type: Please Select
Area Code:
Phone Number:
Extension:
Outside North America:

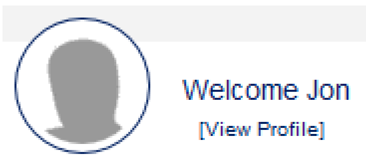
confirm cancel

c. You can add multiple contacts by using the "New Contact" button again.

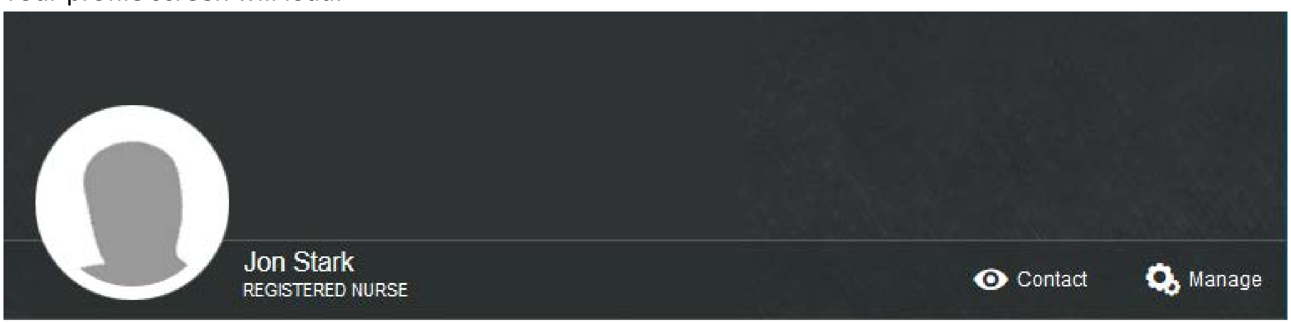
d. Click the  icon at the top-right corner of the window to go back to the "Employee" page. Be careful not to click the exit (X) button on your browser.

**How do I add complete my profile and add a picture?**

1. On the very top portion of the window you will see the following area. Click on "[View Profile]".




2. Your profile screen will load.

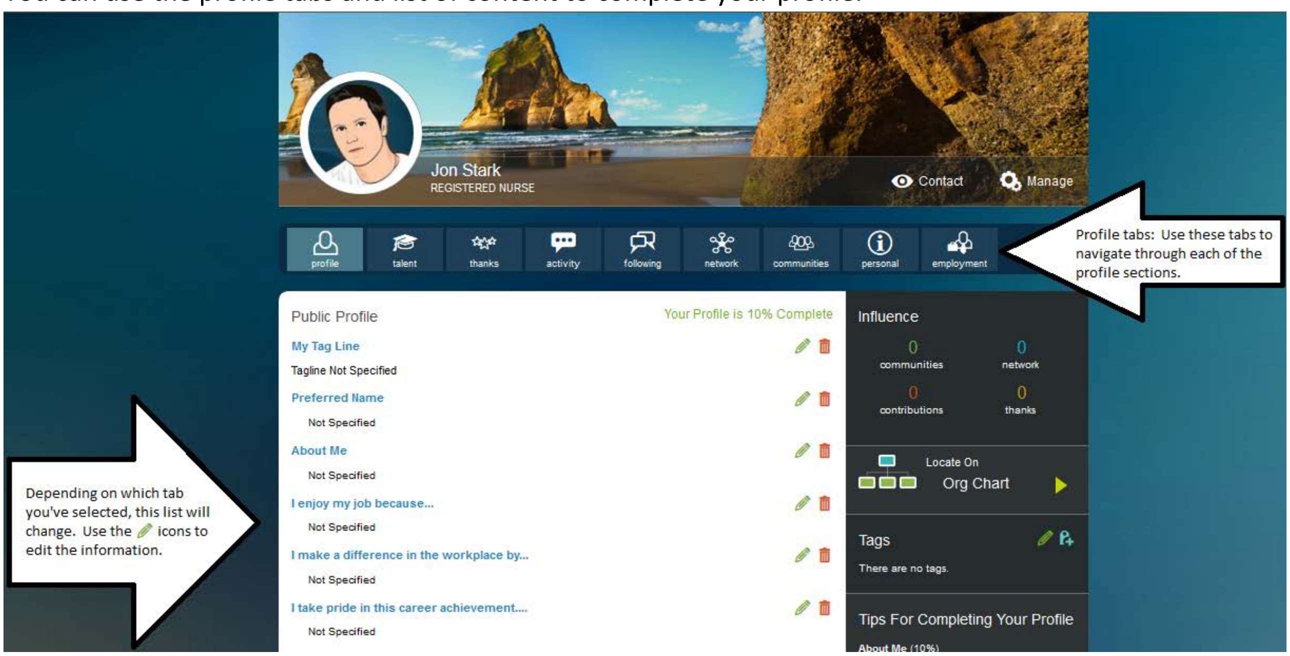



3. To add a photo of yourself, or a background image click on the  "Manage" icon at the top-right portion of this window. To add a profile picture, select "Manage Photo". Use the "Upload New Photo" icon. This will allow you to browse your computer for a picture file.
    a. You will see the picture file you selected load into the window. If you would like to crop your photo, use your mouse to select the area in the picture you would like to use and select "Crop Photo".
    b. If you do not need to crop the photo, simply click "Close".

4. To add a cover photo, click on the  "Manage" icon and select "Manage Cover Photo". Use the "Upload New Photo" icon. This will allow you to browse your computer for a picture file. This will allow you to browse your computer for a picture file.
    a. You will see the picture file you selected load into the window. If you would like to crop your photo, use your mouse to select the area in the picture you would like to use and select "Crop Photo".
    b. If you do not need to crop the photo, simply click "Close".

5. Example of the changes made.


6. You can use the profile tabs and list of content to complete your profile.




On the "Employee" page you can complete many more tasks regarding your benefits and talent information. Simply click on the link for the information you would like to modify. You can also update your benefits information, including dependent modification, additions, and removals.

If you have any questions, please contact your local ATC Healthcare Services office.