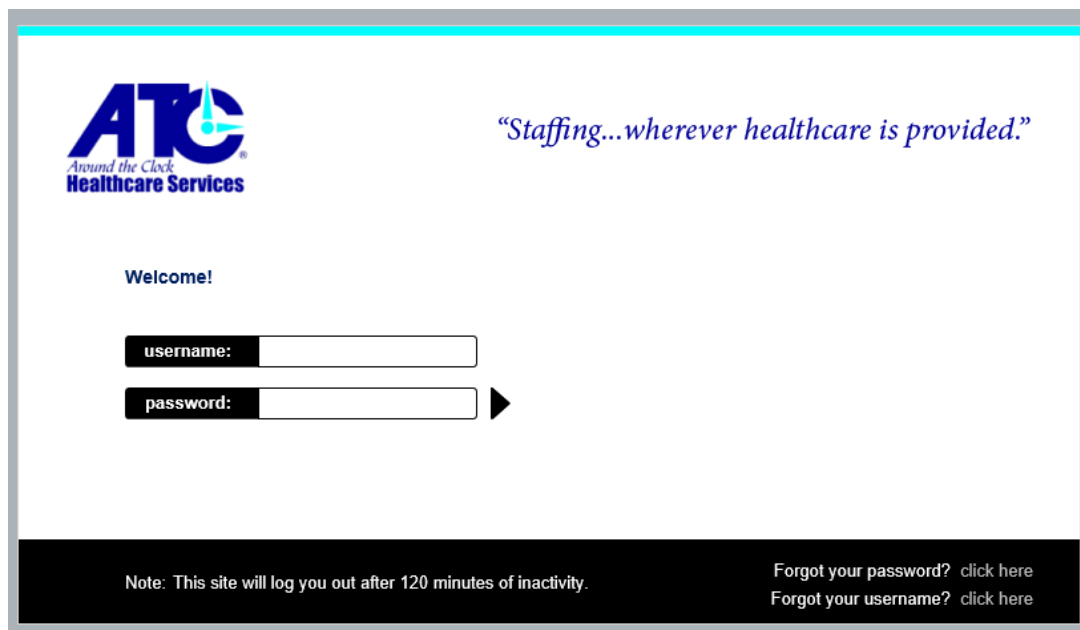


Common Tasks Within Your ATC Healthcare Services Vibe Portal Login

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.



The screenshot shows the login interface for the ATC Healthcare Services Vibe portal. At the top left is the ATC logo with the tagline "Around the Clock Healthcare Services". To the right is the slogan "Staffing...wherever healthcare is provided." Below the logo, it says "Welcome!". There are two input fields: "username:" and "password:". A right-pointing arrow button is located to the right of the password field. At the bottom, there is a black bar with white text. On the left, it says "Note: This site will log you out after 120 minutes of inactivity." On the right, there are two links: "Forgot your password? click here" and "Forgot your username? click here".

*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.

The screenshot shows the Vibe Home page for a user named Jon Stark. The page includes a top navigation bar with links for Onboarding, Employee, Social, Resources, and My Location. A central welcome message says "Welcome! Join the conversation". To the right, there are quick links for viewing pay statements, job postings, and changing personal information. Below the welcome message, there are tabs for "ME" and "PAY". The user's profile information is displayed, including their role as a Registered Nurse in Atlanta and a note that their profile is 0% complete. A weather widget for Atlanta is also visible.

Callouts in the image point to the following elements:

- Navigation Bar:** Points to the top bar containing links like Onboarding, Employee, Social, Resources, and My Location.
- Quick Tasks Quick Links:** Points to the "I WANT TO" section with links like "View My Pay Statement" and "View Job Postings".
- Your Information:** Points to the "ME" tab.
- Pay Information:** Points to the "PAY" tab.

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.

The screenshot displays the ATC Healthcare Services employee portal. At the top, the ATC logo is on the left, a user profile icon with the name 'Jon' is in the center, and a search bar with the text 'Info, Social Contributions' and a 'SEARCH' button is on the right. Below the header is a navigation bar with 'Onboarding' and 'Employee' tabs, and links for 'Social', 'Resources', and 'My Location'. The main content area is divided into sections: 'my BENEFITS' (with links for updating and viewing benefits information), 'my PAY' (with links for payroll and time off requests), 'my INFO' (with links for personal information and updates), and 'my TALENT' (with links for talent information). A sidebar on the right contains 'My Notices' (no messages at the time) and 'My Tools' (change password). A vertical sidebar on the left shows 'Launch' and 'Help' icons.

ATC
Around the Clock
Healthcare Services

Welcome Jon
[View Profile]

Info, Social Contributions **SEARCH**

Onboarding | Employee Social | Resources | My Location

Home > My Self-Serve

my BENEFITS

UPDATE BENEFITS INFORMATION

- » Addition or Change to Your Family
- » Change in Marital Status
- » Claim a Loss of Coverage

VIEW BENEFITS INFORMATION

- » View Current and Past Benefits

my PAY

VIEW PAYROLL / HR INFORMATION

- » Pay Statement
- » Employee Information Report

TIME OFF REQUESTS

- » Vacation Requests
- » Leave Of Absence Requests

UPDATE PAYROLL / HR INFORMATION

- » Banking Information
- » Tax Withholding

my INFO

VIEW PERSONAL INFORMATION

- » Personal Information Report

UPDATE BENEFITS INFORMATION

- » Family / Dependents Management

UPDATE PERSONAL INFORMATION

- » Name & Personal Data
- » Address Management
- » Emergency Contacts
- » Self-Identification

my TALENT

UPDATE TALENT INFORMATION

- » Licenses / Certifications
- » Courses / Training
- » Education
- » Languages
- » Honors / Awards
- » Memberships
- » Skills
- » Work Experience

My Notices

There are no messages at this time.

My Tools

- Change My Password

“my BENEFITS”

This section will allow 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.

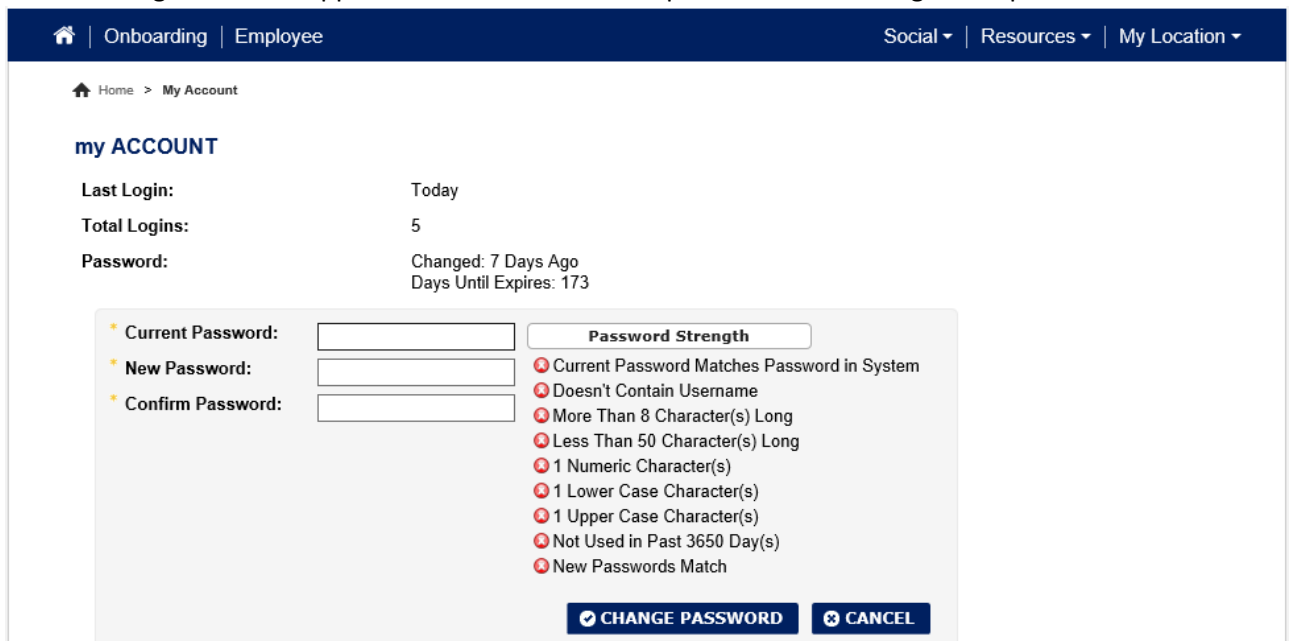


The screenshot shows the 'my ACCOUNT' page. At the top, there's a navigation bar with 'Onboarding' and 'Employee' selected. On the right, there are links for 'Social', 'Resources', and 'My Location'. Below the navigation bar, the breadcrumb 'Home > My Account' is visible. The main section is titled 'my ACCOUNT' and displays the following information:

Last Login:	Today
Total Logins:	5
Password:	Changed: 7 Days Ago Days Until Expires: 173

To the right of the password information, there is a yellow-bordered box containing a blue square icon with a white pencil, indicating the option to change the password.

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





The screenshot shows the password change form. It includes the same navigation bar and breadcrumb as the previous screen. The 'my ACCOUNT' section displays the same login statistics. Below this, there is a form with three input fields:

- * Current Password:
- * New Password:
- * Confirm Password:

To the right of these fields is a 'Password Strength' section with a list of requirements, each preceded by a red 'X' icon:

- Current Password Matches Password in System
- Doesn't Contain Username
- More Than 8 Character(s) Long
- Less Than 50 Character(s) Long
- 1 Numeric Character(s)
- 1 Lower Case Character(s)
- 1 Upper Case Character(s)
- Not Used in Past 3650 Day(s)
- New Passwords Match

At the bottom of the form, there are two buttons: a blue 'CHANGE PASSWORD' button with a checkmark icon and a grey 'CANCEL' button with an 'X' icon.

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".

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
PAY PERIOD INFORMATION
Period Start: JUNE 26, 2016

EMPLOYMENT INFORMATION
Employee Number: 79053
Job Title: REGISTERED NURSE
Period End: JULY 02, 2016

OTHER INFORMATION
Reference Number: 22292
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	OTHER DEDUCTIONS	AMOUNT	YTD
FED_FICA	119.16	250.23	MEDICAL INS POST TAX_D	-32.57	-97.71
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			

NET PAY

SUMMARY	GROSS	DEDUCTIONS		NET PAY
		STATUTORY	OTHER	
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

- 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.
- You will see your personal information, current gross earnings, employee paid deductions, and net pay.
- You can print the statement by clicking the "Print" button at the top-right corner of the statement page.

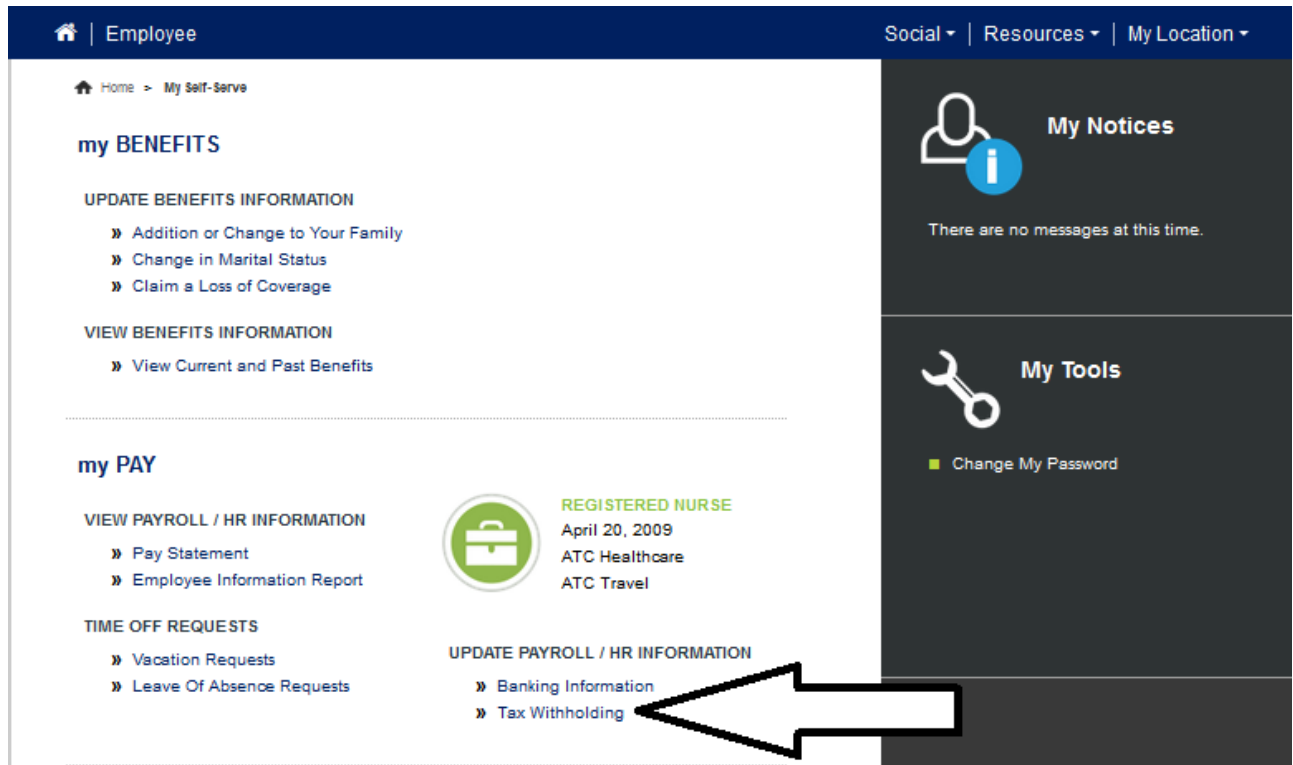
How do I add/edit my banking information for Direct Deposit?


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

- 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".
- You must complete each section.
 - Account Nickname: Select "Checking", "Savings", or "Other".
 - Enter the account's routing number. You must also confirm the routing number.
 - Enter the account number. You must also confirm the account number.
 - When finished, click "Confirm" on the bottom of the form.
 - You must attach a scanned image of a check to complete the direct deposit account page.
- 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.

Address Management

* Indicates required field.

Mail Addresses



Address Line 1	City	Province / State	Address Type	
5 Wall Street	New York	New York	Home	<input type="button" value="edit"/>

Phone Numbers

Phone Number	Phone Type	Address Type	
(323) 555-7777	Telephone	Home	<input type="button" value="edit"/>

Email Address(es)

Email Address	Address Type	
jstark@thewall234723487.com	Home	<input type="button" value="edit"/>

- 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:	<input type="text" value="Brandon"/>	* Last Name:	<input type="text" value="Stark"/>
* Relationship:	<input type="text" value="Brother"/> ▼	* Primary Contact?	<input checked="" type="checkbox"/> Check for yes
Language Preference:	<input type="text" value="English"/> ▼		

Phone Numbers

Primary Phone Number

Does this person have the same primary phone number? ☐

* Address Type:	<input type="text" value="Home"/> ▼	* Phone Type:	<input type="text" value="Please Select"/> ▼
* Area Code:	<input type="text" value="323"/>		
* Phone Number:	<input type="text" value="444-8888"/>	Extension:	<input type="text"/>
Outside North America:	<input type="checkbox"/>		

Alternate Phone 1

clear

* Address Type:	<input type="text" value="Business"/> ▼	* Phone Type:	<input type="text" value="Please Select"/> ▼
* Area Code:	<input type="text" value="212"/>		
* Phone Number:	<input type="text" value="999-8888"/>	Extension:	<input type="text"/>
Outside North America:	<input type="checkbox"/>		

Alternate Phone 2


clear

Address Type:	<input type="text" value="Please Select"/> ▼	Phone Type:	<input type="text" value="Please Select"/> ▼
Area Code:	<input type="text"/>		
Phone Number:	<input type="text"/>	Extension:	<input type="text"/>
Outside North America:	<input type="checkbox"/>		

confirm

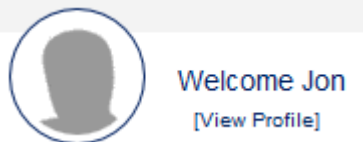
cancel

- c. You can add multiple contacts by using the “New Contact” button again.

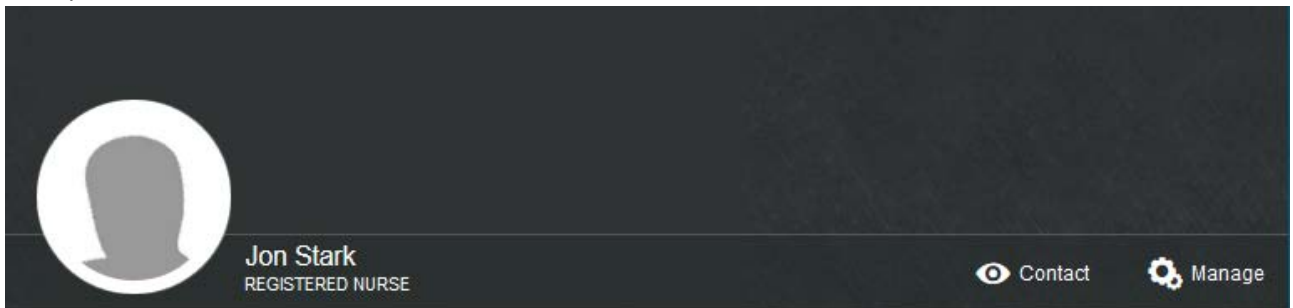
- d. Click the  icon at the top-right corner of the window to go back to the "Employee" page. Be careful not to click the exit (X) button on your browser.



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]".

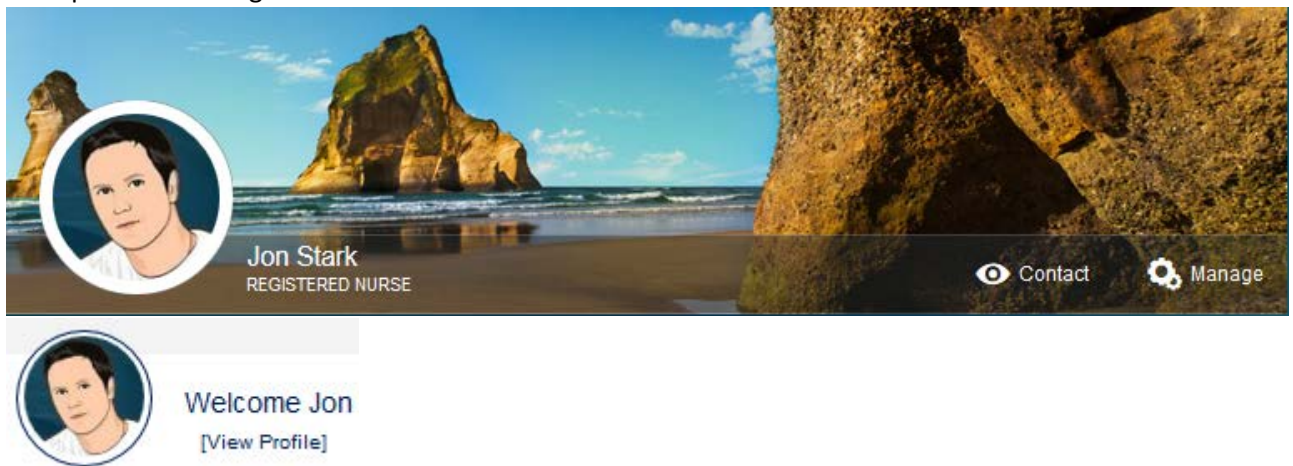


2. Your profile screen will load.

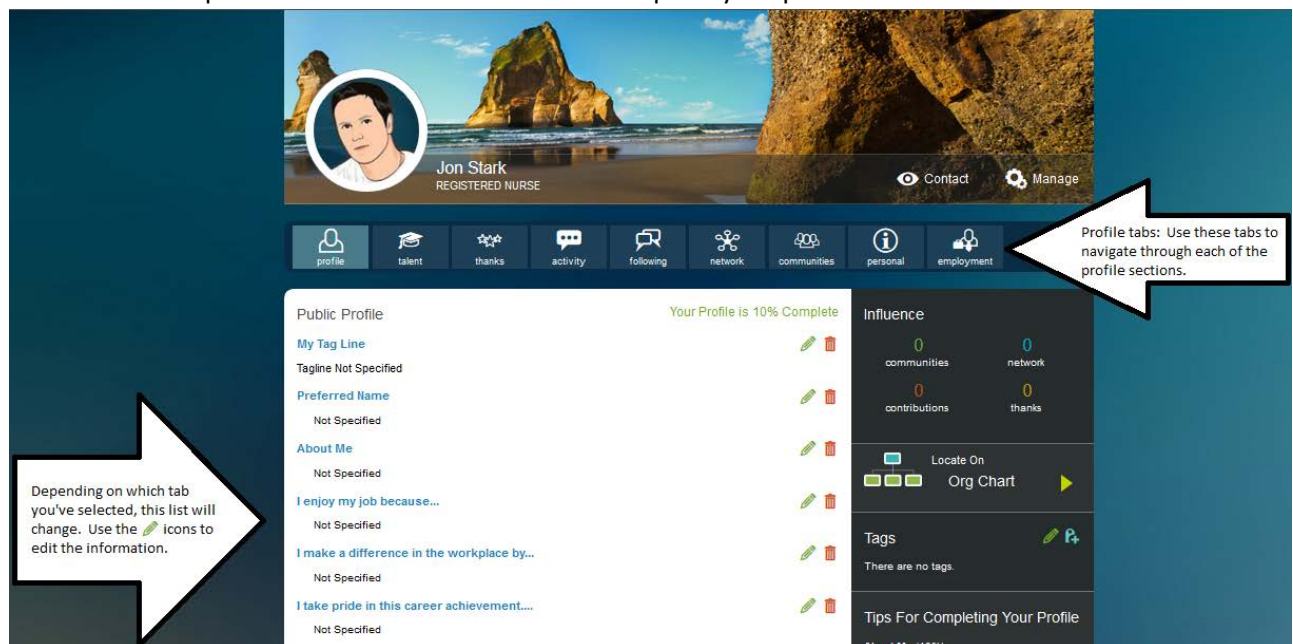


3. To add a photo of yourself, or a background image click on the  "Manage" icon at the top-right portion of this window. To add a profile picture, select "Manage Photo". Use the "Upload New Photo" icon. This will allow you to browse your computer for a picture file.
- You will see the picture file you 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".
 - 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.
- 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".
 - 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.