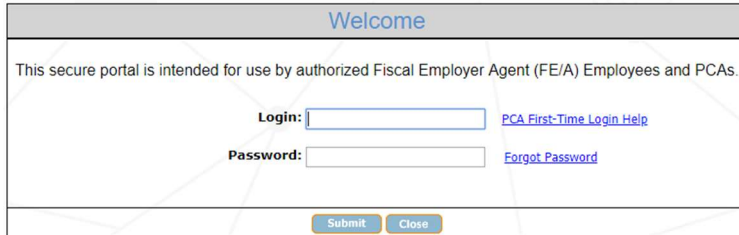


PCA Portal User Guide

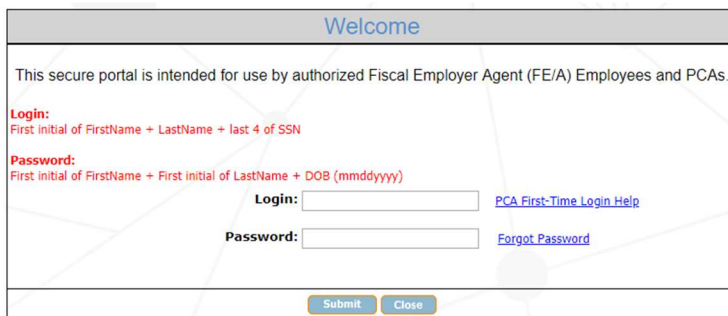
To access, go to: <https://onlineemployer.com/feapca>

Log in and Password



If you have previously logged in, enter your user name and password.

If you have never logged in, click on the PCA First-Time Login Help link to guide you through the process.



Once you log in for the first time, the system will prompt you to change your password. Once that is complete, please navigate to the Settings Tab, then click Email Address. Entering a valid email address will allow you to reset your password via email should you ever forget and need to reset it.

If you want to change your password, navigate to the Settings Tab, then click Password.

Using the Portal

Once you are logged in, you will see the Home page. This page contains links to important documents and resources. Click on a link to view it.

[Home](#) [Accruals](#) [Check Stubs](#) [Settings](#) [Log Out](#)

Documents



Personal Care Attendant Earned Paid Time Off - ENG



Personal Care Attendant Earned Paid Time Off - SPA

Accruals Tab

This tab contains your PTO accrual details and balance information.



PTO Accrual for Tegan Quin

Process Date	Week	Hours Worked	Sick Earned	Sick Used	Balance
07/05/19	07/05/19	0.00	47.870	0.00	47.87

Check Stubs Tab

At the top of the screen, you will see a listing of all available check stubs. You can navigate through the list using either the scroll bar on the right-hand side or the arrow keys.

Check Date	FI Name	Gross Pay	Total Hours	Net Pay	Check/Voucher #
12/07/2018	Tempus	\$536.25	37.00	\$430.01	1037495
12/07/2018	Tempus	\$140.63	9.75	\$129.88	1037096
12/07/2018	Tempus	\$746.25	51.50	\$664.61	2938927

Click on the check stub you want to view to display the details. The most recent check is stub is automatically displayed.

View/Print Pay Stub

Check Date: 12/07/2018 Period End: 12/01/2018 Period Begin: 11/18/2018 Gross Pay: \$536.25 Net Pay: \$430.01 Check/Voucher#: 1037495	UniqueID#: [Redacted] SSN: xxx-xx-xxxx Fed Filing: Single Fed Exemptions: 0 Fed Additional: Flat St Filing: Single St Exemptions: 0 St Additional: Flat																														
<table border="1"><thead><tr><th>Earnings</th><th>Hours</th><th>Rate</th><th>Amount</th><th>YTD Amount</th></tr></thead><tbody><tr><td>Regular Earnings</td><td>34.50</td><td>\$15.00</td><td>\$517.50</td><td>\$10,382.78</td></tr><tr><td>Holiday Earnings</td><td>2.50</td><td>\$7.50</td><td>\$18.75</td><td>\$37.50</td></tr></tbody></table>	Earnings	Hours	Rate	Amount	YTD Amount	Regular Earnings	34.50	\$15.00	\$517.50	\$10,382.78	Holiday Earnings	2.50	\$7.50	\$18.75	\$37.50	<table border="1"><thead><tr><th>Deductions</th><th>Amount</th><th>YTD Amount</th></tr></thead><tbody><tr><td>Fica Tax</td><td>\$33.25</td><td>\$646.06</td></tr><tr><td>Federal Withholding Tax</td><td>\$39.95</td><td>\$791.25</td></tr><tr><td>Fica Medicare Tax</td><td>\$7.78</td><td>\$151.09</td></tr><tr><td>State Income Tax</td><td>\$25.26</td><td>\$490.77</td></tr></tbody></table>	Deductions	Amount	YTD Amount	Fica Tax	\$33.25	\$646.06	Federal Withholding Tax	\$39.95	\$791.25	Fica Medicare Tax	\$7.78	\$151.09	State Income Tax	\$25.26	\$490.77
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Current period Leave Accruals	<table border="1"><thead><tr><th>Direct Deposit</th><th>Account</th><th>Amount</th></tr></thead><tbody><tr><td>Checking</td><td>*****5127</td><td>\$430.01</td></tr></tbody></table>	Direct Deposit	Account	Amount	Checking	*****5127	\$430.01																								
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To view or print a PDF of the check stub, click the View/Print Pay Stub link in the blue bar at the top of the page.

This functionality is still being developed and will be available soon

Settings Tab

Select this tab, then password to change your password. Password requirements can be found by clicking on the Rules button.

Password Reset	
User Name:	dplakans
Password:	<input type="password"/> Rules
Confirm Password:	<input type="password"/>
Save Cancel	

Select Email to either change or add your email address. This is used in the password reset process.

Email Address Reset	
User Name:	dplakans
Email Address:	<input type="text" value="dan.plakans@isolvedhcm.com"/>
Save Cancel	