



## Employee Self Service Instructions

For

PULAU Corporation


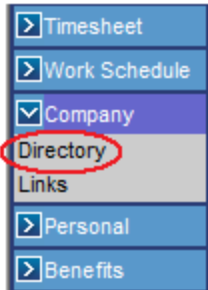


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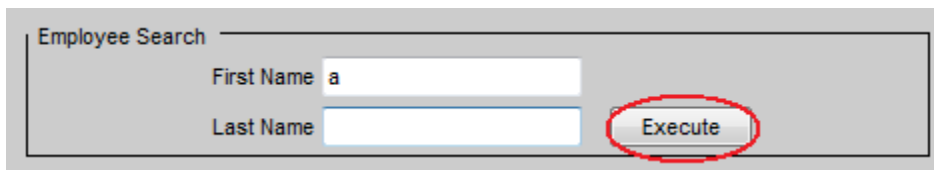
## Company

### Directory

In ESS you can access a company directory to find an employee's phone number and email address. To access the directory click on 'Company' on the left hand side of the page.

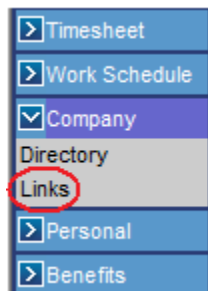
A search form titled 'Employee Search'. It contains two input fields: 'First Name' and 'Last Name'. The 'Execute' button is disabled and grayed out.

Search by first or last name or even an initial of the first or last name. Type in your search criteria then hit Execute. If you entered a first name and the Execute button is grayed out hit the tab button to move to the next field. This will update the search field and you will be able to execute your search.

The same search form as above, but now the 'First Name' field contains the letter 'a'. The 'Execute' button is now active and highlighted with a red circle.

### Links

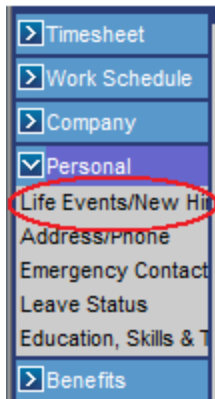
Under Company you can also access web links to our benefit plans. Choose Links from the left hand side of the page to view this screen. When a link is chosen a new browser window will launch and you will be taken to that company's website.



## Personal

### Life Events/New Hire

A life event is an opportunity to change your medical, dental, and vision benefits outside of open enrollment. The type of life events that enable this change are birth or adoption, change of custody, medical child support order, death of dependent, marriage, loss of coverage through your spouse's employer, divorce, unpaid leave of absence, job transfer, or gaining coverage through your spouse's employer.

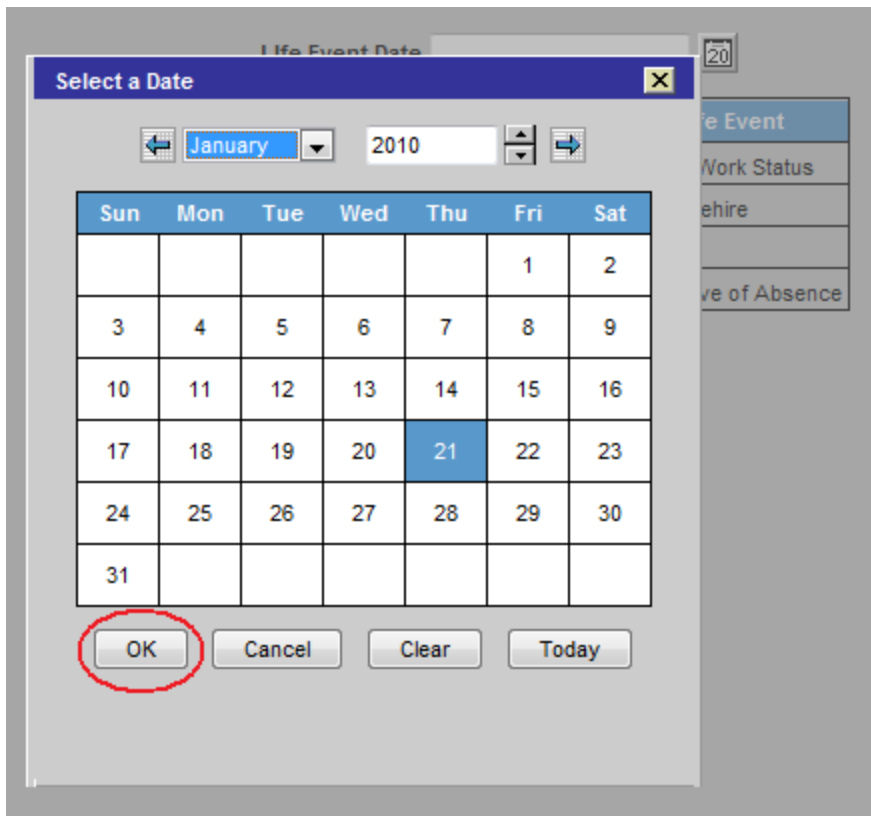


If you experience one of these life events you have 30 days to make changes to your medical, dental, and vision benefits. If you miss the 30 day window you will need to wait until open enrollment to make a change.

Life Events in ESS is how you will go to request a change to your benefits due to a life event. Click on Life Events/New Hire to start the request.

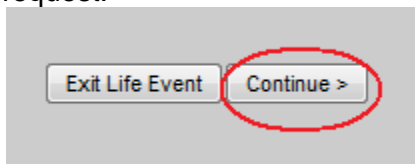
Choose from the list what type of event has occurred. You will need to enter the date of the event (date of marriage or birth for example) as the Life Event Date.

A screenshot of the 'Life Event' selection form. At the top, there is a 'Life Event Date' field with a calendar icon, circled in red. Below this are two columns of radio button options: 'Personal Life Event' and 'Work Life Event'. The 'Personal Life Event' column includes: Birth or Adoption, Change of Custody, Death of Dependent, Divorce, Eligible for Other Coverage, Loss of Other Coverage, Marriage, and Medical Child Support Order. The 'Work Life Event' column includes: Change of Work Status, New Hire/Rehire, Transfer, and Unpaid Leave of Absence. At the bottom, there are two buttons: 'Exit Life Event' and 'Save >', with the 'Save >' button circled in red.

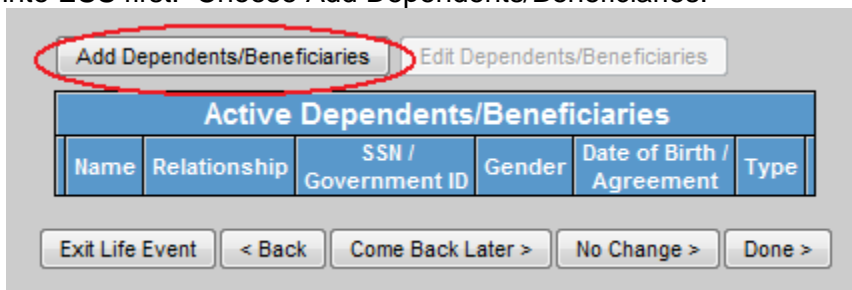


After you select the date of your life event hit OK and then choose Save.

You will be taken to the instruction page. Choose Continue to continue with your request. Choose Exit Life Event if you want to come back later within your 30 days to continue your request.



If you had a baby, got married, or now have custody of a child you need to add their information into ESS first. Choose Add Dependents/Beneficiaries.



Enter the dependents information in this screen.

**Social Security Number** - You must enter a social security number. If you do not know their social please enter 999-99-9999. HR can update your dependent's social security number at any time.

**Birthday** - Birthday is a required field.

**Relationship** – Choose from the selected drop down list. A dependent can be your wife/husband, son/daughter, stepson or stepdaughter. Any other relation is not considered a dependent for insurance purposes.

**Type** - If you choose Dependent/Beneficiary that would mean they could be both a dependent for insurance purposes and a beneficiary of your life insurance. This field defaults to Dependents/Beneficiaries but this does not mean they are a designated beneficiary. You have to designate the beneficiary in a different screen. See page 15 for designation instructions.

**Address and telephone number** – You can check the box 'Same Address as Employee' or enter the dependent's address.

General

First Name Newborn

Middle Name

Last Name Baby

SSN / Government ID (no dashes or punctuation)

Relationship Daughter

Other Relationship

Gender Female

Dependents/Beneficiaries

Type  Beneficiary Only

Dependent Only

Status  Student  Handicapped

Date of Birth / Agreement Jan 21, 2010

Address

Same Address as Employee (Changes to employee address should be made from Address/Telephone information.)

Street 1

Street 2

Street 3

City

State/Province Select

Postal Code

Country United States of America

Telephone

Home

Office

Cancel Reset Save

Click Save to continue.

Once you have added all the needed dependents choose Done on this screen.

Add Dependents/Beneficiaries Edit Dependents/Beneficiaries

Active Dependents/Beneficiaries

	Name	Relationship	SSN / Government ID	Gender	Date of Birth / Agreement	Type	
<input type="checkbox"/>	Newborn Baby	Daughter	000-00-0000	Female	Jan 21, 2010	Dependent & Beneficiary	Inactivate

Exit Life Event < Back Come Back Later > No Change > Done >

To remove a dependent:

If you got divorced or a dependent passed away you will need to choose the check box next to the dependent's name. Next choose Inactivate. This will remove your dependent from your benefit plans and beneficiary designations.

Add Dependents/Beneficiaries Edit Dependents/Beneficiaries

Active Dependents/Beneficiaries							
	Name	Relationship	SSN / Government ID	Gender	Date of Birth / Agreement	Type	
<input type="checkbox"/>	Jane Doe	Sister	999-99-9999	Female	Jan 1, 1975	Beneficiary	Inactivate
<input type="checkbox"/>	John Doe	Brother	999-99-9999	Male	Jan 25, 2010	Beneficiary	Inactivate
<input checked="" type="checkbox"/>	Spouse Doe	Husband	999-99-9999	Male	Jan 1, 1970	Beneficiary	Inactivate
<input type="checkbox"/>	American Red Cross	Charitable Organization	999-99-9999	N/A	Jan 26, 2010	Beneficiary	Inactivate

Exit Life Event < Back Come Back Later > No Change > Done >

If you want to keep this person as a beneficiary but remove as a dependent, choose Edit Dependents/Beneficiaries instead of Inactivate.

Add Dependents/Beneficiaries Edit Dependents/Beneficiaries

Active Dependents/Beneficiaries							
	Name	Relationship	SSN / Government ID	Gender	Date of Birth / Agreement	Type	
<input type="checkbox"/>	Jane Doe	Sister	999-99-9999	Female	Jan 1, 1975	Beneficiary	Inactivate
<input type="checkbox"/>	John Doe	Brother	999-99-9999	Male	Jan 25, 2010	Beneficiary	Inactivate
<input checked="" type="checkbox"/>	Spouse Doe	Husband	999-99-9999	Male	Jan 1, 1970	Beneficiary	Inactivate
<input type="checkbox"/>	American Red Cross	Charitable Organization	999-99-9999	N/A	Jan 26, 2010	Beneficiary	Inactivate

Exit Life Event < Back Come Back Later > No Change > Done >

Update the person's relationship to you and choose Beneficiary Only as the Type. Save to continue.

General

First Name Spouse  
Middle Name  
Last Name Doe  
SSN / Government ID 999999999 (no dashes or punctuation)  
Relationship Other  
Other Relationship Ex-husband  
Gender Male  
 Dependents/Beneficiaries  
 Type Beneficiary Only  
 Dependent Only  
Status  Student  Handicapped  
Date of Birth / Agreement Jan 1, 1970

Address

Same Address as Employee (Changes to employee address should be made from Address/Telephone information.)  
Street 1 2 Main Street  
Street 2  
Street 3  
City Main  
State/Province Maine  
Postal Code 55555  
Country United States of America

Telephone

Home 555-555-5555  
Office

Cancel Reset Save

Next you will go through the benefit screens to make changes to your plans. Your current coverage is displayed at the top of each screen.

If you are want to cover a dependent you must select the check box next to the dependent's name in the Dependent Information box.

Current Coverage			
Medical Plan	Coverage Start Date	Coverage Level	Bi-Weekly Premium
MEDICAL PPO1 BEECH ST	Dec 21, 2009	EMPLOYEE ONLY	0.00

Enroll in New Coverage					
Medical Plan	Coverage Start Date	EMPLOYEE & FAMILY	EMPLOYEE & FAMILY GRANDFATHERE	EMPLOYEE ONLY	NO COVERAGE
MEDICAL PPO1 BEECH ST	Jan 21, 2010	<input checked="" type="radio"/> 80.00	<input type="radio"/> 0.00	<input type="radio"/> 0.00	<input type="radio"/> 0.00
MEDICAL PPO2 BEECH ST	Jan 21, 2010	<input type="radio"/> 80.00		<input type="radio"/> 0.00	<input type="radio"/> 0.00

\* Premiums are Bi-Weekly \*

Dependent Information		
Covered?	Dependent	Relationship
<input checked="" type="checkbox"/>	Newborn Baby	Daughter

To activate/inactivate dependent coverage, click on checkbox above.

Exit Life Event < Back Come Back Later > No Change > **Save >**

Choose Save to continue.

Once you have completed the benefit screens you will be asked to designate your beneficiaries. You may be told that no designation is on file, which means your beneficiary form is in your employee file not in ESS yet. Please update ESS with the information.

You can designate a primary and secondary beneficiary for your life insurance. If you purchase supplemental life you will need to designate beneficiaries for this benefit also. Supplemental Life can be different beneficiaries than your basic life insurance beneficiaries. Your allocation must total 100%.

Current Benefit Plans				
Plan	Beneficiary	Relationship	Type	Allocation %
BASIC LIFE & AD&D CO PAID	Newborn Baby	Daughter	Primary	100.00
SUPPLEMENTAL LIFE - EMPLOYEE	Newborn Baby	Daughter	Neither	0.00

There are no new benefits and/or beneficiaries on record.


Exit Life Event < Back Come Back Later > No Change > **Save >**

After you complete the beneficiary designation you will go to the Summary page. This displays your benefit selection made during the life event. If you agree with your selection you will need to confirm your elections. You must confirm your elections within 30 days of your life event in order for the changes to take place.

Benefit Changes					
Module	Plan	Coverage Level	Bi-Weekly	Status	Confirmed
<a href="#">Dependents/Beneficiaries</a>			0.00	Saved	No
<a href="#">Medical Benefits</a>	MEDICAL PPO1 BEECH ST	EMPLOYEE ONLY	0.00	Saved	No
<a href="#">Long Term Disability</a>	LONG-TERM DISABILITY	EMPLOYEE ONLY	13.93	Saved	No
<a href="#">Short Term Disability</a>	SHORT-TERM DISABILITY	EMPLOYEE ONLY	19.07	Saved	No
<a href="#">Supplemental AD&amp;D</a>	SUPPLEMENTAL LIFE - EMPLOYEE	50K	3.25	Saved	No
<a href="#">Dependent Life</a>	CHILD EXTRA LIFE EMP PAID	NO COVERAGE	0.00	Saved	No
<a href="#">Spouse Life</a>	SPOUSE LIFE	NO COVERAGE	0.00	Saved	No
<a href="#">Designate Beneficiaries</a>			0.00	Saved	No
			Total	36.25	

Choose Yes to save your confirmation.

**Delttek Time & Expense** ✕


 Once you have confirmed your elections you cannot make additional changes. If another life event is available you will be launched to that life event. Are you sure you want to continue? (C000343)

Life Event(s)	
Life Event	Date
<a href="#">Birth or Adoption</a>	Jan 21, 2010

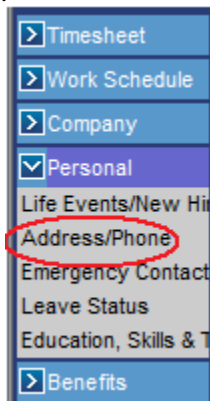
You can view your life event in ESS until HR has approved it. Depending on the type of life event you may be required to submit paperwork before it is approved. For example, if you get divorced, HR will ask you for a copy of your divorce decree. Once the documentation is

submitted to HR your event will be approved and changes to your benefits will be made. If you make a mistake in your life event or need to delete it please email HR at [HR@pulau.com](mailto:HR@pulau.com).

In certain instances you may experience two life events within the same 30 day period. For example, you get married on Monday and then have a baby on Tuesday. In this example you would request marriage as your first life event. Then you would choose Create New Life Event and enter your request for the newborn baby second. Two life events would be pending for HR approval.

## Address/Phone Number

Choose Address/Phone under Personal to view and update your home & mailing addresses, phone numbers, and personal email address.

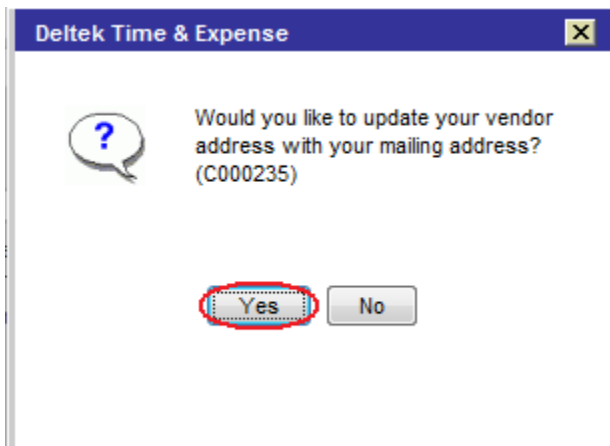


A screenshot of a web form for updating personal information. The form is divided into two main sections: 'Address' and 'Telephone'.  
The 'Address' section includes a dropdown menu for 'Type' with 'Mailing' selected and circled in red. Below this are input fields for 'Street 1', 'Street 2', 'Street 3', 'City', 'State/Province' (set to Florida), 'Postal Code', and 'Country' (set to United States of America). A checkbox labeled 'Same Mailing and Home Address' is checked and circled in red.  
The 'Telephone' section includes input fields for 'Home', 'Office', 'Mobile', 'Pager', 'Other', and 'Fax', each with an 'Ext' field to its right. A 'Home E-Mail' field is also present and circled in red.

**Type** – You have access to your mailing, home, temporary, overseas, and other address fields. Please do not use a temporary or other address. You can change your home/mailing/overseas addresses as often as you need to.



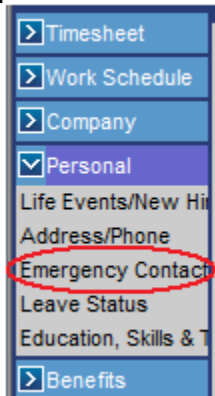
Once you update your address, phone number or home email click Save in the top left hand corner of the page.



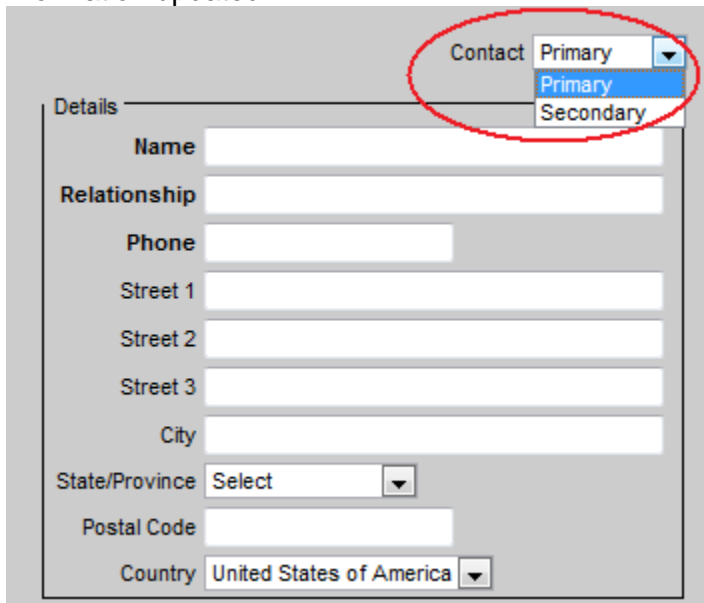
Choose Yes when the vendor address dialogue box appears. This will ensure your address for the expense check stub is updated as well.

## Emergency Contacts

Choose Emergency Contact from the menu under Personal to access this data. If none exist please add them to ESS.

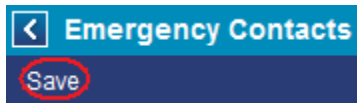


You can have a Primary and Secondary emergency contact on file. Please keep this information updated.



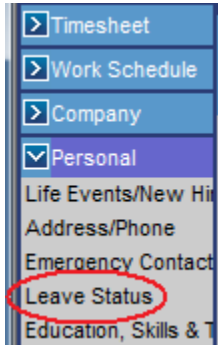
A form for adding or updating an emergency contact. At the top right, there is a dropdown menu labeled 'Contact' with 'Primary' selected. The dropdown menu is circled in red and shows 'Primary' and 'Secondary' as options. Below the dropdown is a section titled 'Details' containing several input fields: Name, Relationship, Phone, Street 1, Street 2, Street 3, City, State/Province (with a 'Select' dropdown), Postal Code, and Country (with 'United States of America' selected).

Once you enter or update this information you will need to choose Save in the top left hand corner.

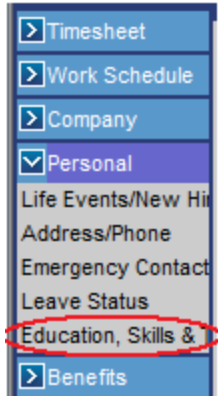


## Leave Status

You can also view your leave balances in ESS under Leave Status. Please keep in mind these leave balances are for the current leave year.



## Education, Skills, & Training

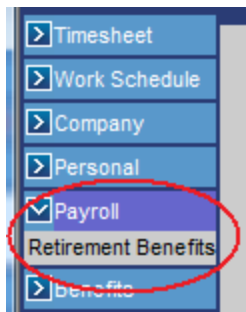


You are able to view your training record in this section. Your training record will contain any courses and training sessions that occur while you are working for PULAU.

Your training record may be incomplete as we started this process in 2010. If you notice something missing from your record please have your supervisor contact HR to make the necessary updates.

# Payroll

## Retirement Benefits



The Payroll section is where you go to find your Retirement Benefits information. The Retirement Benefits screen allows you to enroll and change your contribution to the 401k plan. You can change your contribution amount as often as you need to and at any time. Changes will take about one to two paychecks to be effective.

There are two methods to contribute to the plan. You can contribute a percentage of your paycheck or a fixed, flat dollar amount.

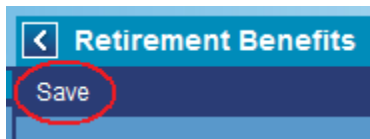
The first step is to choose the correct calculation method. Second step is to indicate the new percentage or amount you want to contribute.

Existing Retirement Plan Options/Deductions			
Plan	Calculation Method	Current Percent/Amount	New Percent/Amount
401(k) Deferred Compensation	Percentage of Gross Wages	7.00	7.00

To view your 401k plan hold the shift key down and click on **TRUS**

The dropdown menu for 'Calculation Method' is open, showing options: Select, Fixed Amount, and Percentage of Gross Wages. The 'Percentage of Gross Wages' option is circled in red.

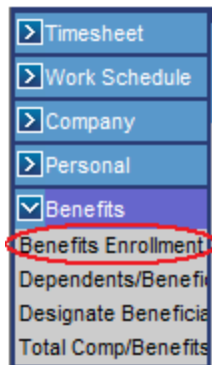
Lastly hit Save in the top left hand corner of the page.



An easy mistake that can cause you a problem is choosing the wrong calculation method. For example, you want to contribute \$100 out of every paycheck. But instead of selecting Fixed Amount you select Percentage of Gross Wages. In this example you would be contributing 100% of your paycheck. This will result in \$0 being direct deposit into your bank account and all of your paycheck would go into your 401k plan. PULAU cannot fix this mistake, once the contribution occurs it must stay in your 401k plan. If this were to happen you can change your contribution for the next paycheck.

## Benefits

### Benefits Enrollment



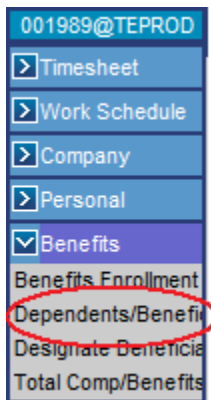
During open enrollment you will use these screens to make your benefit selection. Open enrollment is held once a year in December for a January 1<sup>st</sup> effective date. Instructions on these screens will be provided to you during open enrollment. Please email [HR@pulau.com](mailto:HR@pulau.com) with any questions about open enrollment.

### Dependents/Beneficiaries

Keeping your life insurance beneficiaries and their contact information up to date is important, without it your beneficiary may not receive the benefit because they could not be located.

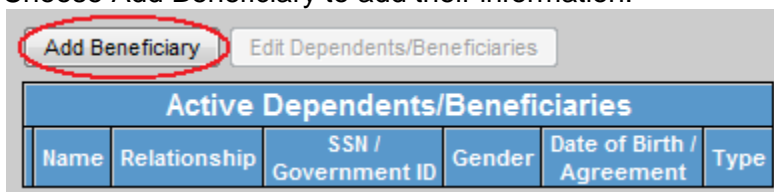
In ESS designating beneficiaries is a two step procedure. The first step is to enter their contact information into the system.

Choose Dependents/Beneficiaries under Benefits to enter their contact information.



You will see this message if no dependent or beneficiary data has been entered into ESS. Choose OK to continue.

Choose Add Beneficiary to add their information.



Chose Edit Dependents/Beneficiaries when you need to update your beneficiary's contact information. If someone is listed as a dependent only they will not appear in the Designate Beneficiary screen.

Enter the beneficiary data in this screen.

**Social Security Number** - You must enter a social security number. If you do not know their social please enter 999-99-9999.

**Birthday** - Their birthday is also required. If this is a trust or agreement you must enter the date of the trust. If you do not know the date of birth or agreement please enter 01/01/1900.

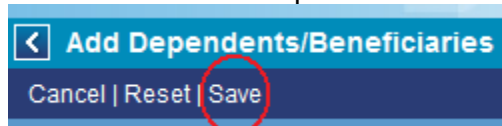
**Relationship** – Choose from the selected drop down list. If you choose 'Other' you will need to indicate what relationship they have to you in the Other Relationship box. For example this could be a brother or sister, charitable organization, or trust.

**Gender** – update with appropriate gender, if it is a trust or organization choose N/A.

**Type** - If you choose Dependent/Beneficiary that would mean they could be covered under your medical insurance, such as a spouse or child. If they are not a dependent please choose Beneficiary Only.

**Address and telephone number** – This information is very important, and can be updated as frequently as needed.

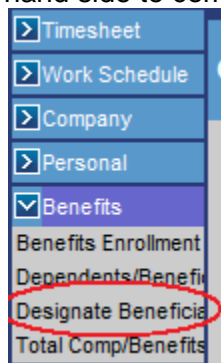
Choose Save at the top left hand corner of the screen when you have entered the information.



Choose Add Beneficiary if you need to add another person, organization, or trust.

## Designate Beneficiaries

Once you have added all of your beneficiaries choose Designate Beneficiaries from the left hand side to complete the second step of this process.



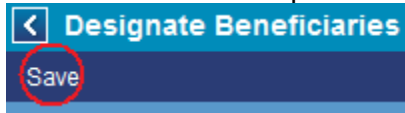
You will need to choose the Type and indicate the Allocation.

**Type** – Primary is the first in line to receive your benefit. Secondary would only receive your benefit if the primary was deceased at the time of your death or you and the primary died at the same time.

**Allocation** – Must total 100 for each Type of beneficiary. In the Supplemental Life example above you will see that the total for the Primary beneficiaries totals 100%.

Current Benefit Plans				
Plan	Beneficiary	Relationship	Type	Allocation %
BASIC LIFE & AD&D CO PAID	Jane Doe	Sister	Primary	33.30
	John Doe	Brother	Primary	33.30
	Spouse Doe	Husband	Primary	33.40
	American Red Cross	Charitable Organization	Contingent	100.00
SUPPLEMENTAL LIFE - EMPLOYEE	Jane Doe	Sister	Primary	30.00
	John Doe	Brother	Primary	30.00
	Spouse Doe	Husband	Primary	30.00
	American Red Cross	Charitable Organization	Primary	10.00

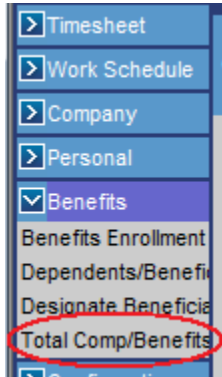
Choose Save in the top left hand corner to save your designation.



You can update your beneficiaries' contact information and allocation as often as you need to.

## Total Comp/Benefits

Choose Total Comp/Benefits to view your current benefit elections and total compensation.



Here is an example of the Total Comp/Benefits page.

Total Compensation Summary		
Compensation Type	Annual Amount	Percentage
Annual Salary		
Health and Welfare Benefits		0.00
Leave Benefits		
Social Security		
Medicare		
Total		

Note: The numbers reflected here are estimated based on your current annual salary, benefit elections and leave accrual rates.

Benefit Elections					
Benefit	Plan	Coverage Level	Coverage Amount	Annual Employee Cost	Annual Employer Cost
Health Care Insurance	MEDICAL PPO1 BEECH ST	EMPLOYEE ONLY	0.00	0.00	0.00
Life Insurance	BASIC LIFE & AD&D CO PAID	BASIC LIFE & AD&D	50,000.00	0.00	0.00
Long Term Disability	LONG-TERM DISABILITY	EMPLOYEE ONLY	75,005.00		0.00
Short Term Disability	SHORT-TERM DISABILITY	EMPLOYEE ONLY	75,005.00		0.00
Supplemental AD & D Insurance	SUPPLEMENTAL LIFE - EMPLOYEE	50K	50,000.00	84.60	0.00
Total					0.00