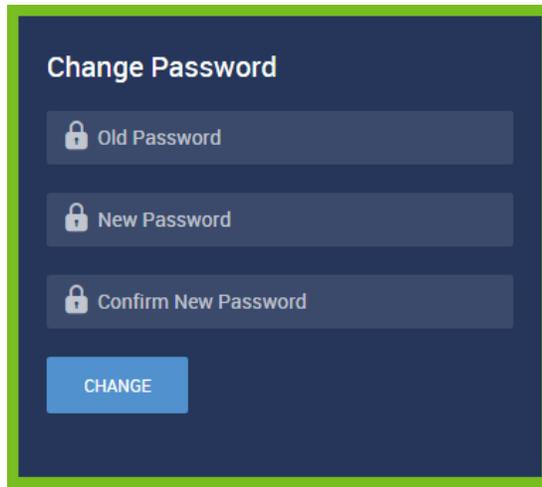


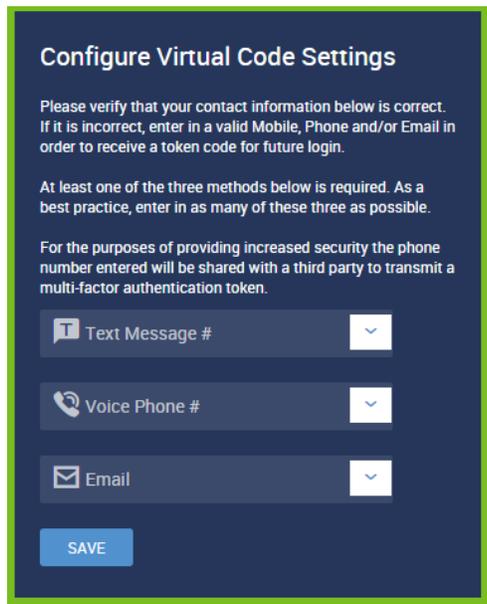
Employee Website Access/User Guide

1. Website Address: <https://secure.yourpayrollhr.com/ta/KPAY11187.login>
2. Username is first initial of first name and full last name (if multiple employees have the same first initial and last name, a number will be placed after the username to differentiate – please ask your payroll admin for more information)
3. First time Log-in:
 - a. Temporary password is the last four digits of the employee's social security number
 - b. Will prompt employee to change and set a new password on the first log-in:



The screenshot shows a dark blue form titled "Change Password". It contains three input fields, each with a lock icon on the left: "Old Password", "New Password", and "Confirm New Password". Below these fields is a blue button labeled "CHANGE".

- c. Password must be a minimum of 8 characters with upper and lower case letters, a number and a character
- d. Will prompt employee to set up the Virtual Code settings:



The screenshot shows a dark blue form titled "Configure Virtual Code Settings". It includes the following text: "Please verify that your contact information below is correct. If it is incorrect, enter in a valid Mobile, Phone and/or Email in order to receive a token code for future login." and "At least one of the three methods below is required. As a best practice, enter in as many of these three as possible." Below this is another line of text: "For the purposes of providing increased security the phone number entered will be shared with a third party to transmit a multi-factor authentication token." There are three dropdown menus with icons: "Text Message #", "Voice Phone #", and "Email". A blue "SAVE" button is at the bottom.

- e. Employee can select one or more ways to be contacted (text, phone call and/or email) with the secondary access code to login to the system. The dropdowns are populated

with the information setup on the employee when hired, or the employee may overwrite the data by typing in the field with a different phone number or email.

- f. Virtual code settings are NOT tied to the employee's profile, except during set up. Changing phone numbers or emails in the employee profile will NOT update the Virtual Code settings – this is a security feature so if someone gains access to the employee's account and changes the phone number or email, they will not have access to log into the account again. If an employee needs to update their virtual code settings, they either can do this once logged in (by going to My Profile > Settings > Change Virtual Code Settings), or by having their manager 'Clear Virtual Code Settings' on their employee profile and having the employee re-add in the information upon next login.

- 4. If the employee enters their username and password and clicks on "Login" they will be brought to their dashboard:

CIRCLE OF LIFE HOME CARE/KOLA - #11187

Welcome!

User Name: First initial first name & full last name- TAnderson
Password: Last 4 digits of social security number
Change Password: 8 characters, must contain 1 capital, 1 number, 1 special character- Example: Payroll!

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Circle of Life Home Care/Kola - #11187 | 1:52pm (Central)

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BACK Home > My Dashboard

- 5. The Dashboard is the home screen that each employee sees showing them their default widgets, which may include Quick Links, Hyperlinks, Balances (Accruals), My Time Off requests, etc. The dashboard is the same for each employee initially.



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6. By clicking on the client's logo in the top left corner of the screen the employee will always be brought back to their dashboard from the screen they are in.