



vida HR

**EMPLOYEE PORTAL 101**

vida HR



## WEB ADDRESS SUPPORTED WEBSITES

- <https://ipe-ep.prismhr.com/#/auth/login>
  - Google Chrome
  - Microsoft Edge
    - Firefox

# LOG IN USING YOUR USER ID AND PASSWORD

To switch to Spanish click on the down arrow in the right had corner and choose Español

PRISM HR

Username

Password

[Log In](#) [Register](#)

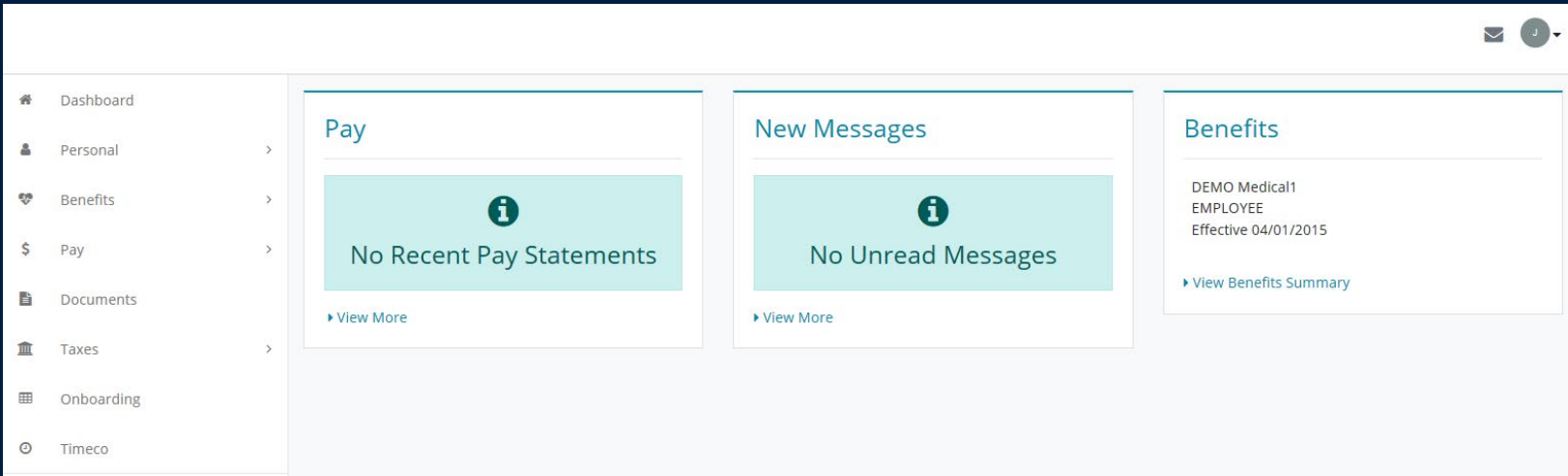
[Forgot Username?](#) [Forgot Password?](#)

Language English ▾



# You will be directed to the dashboard

- View Pay History
- View Messages
- View Benefits

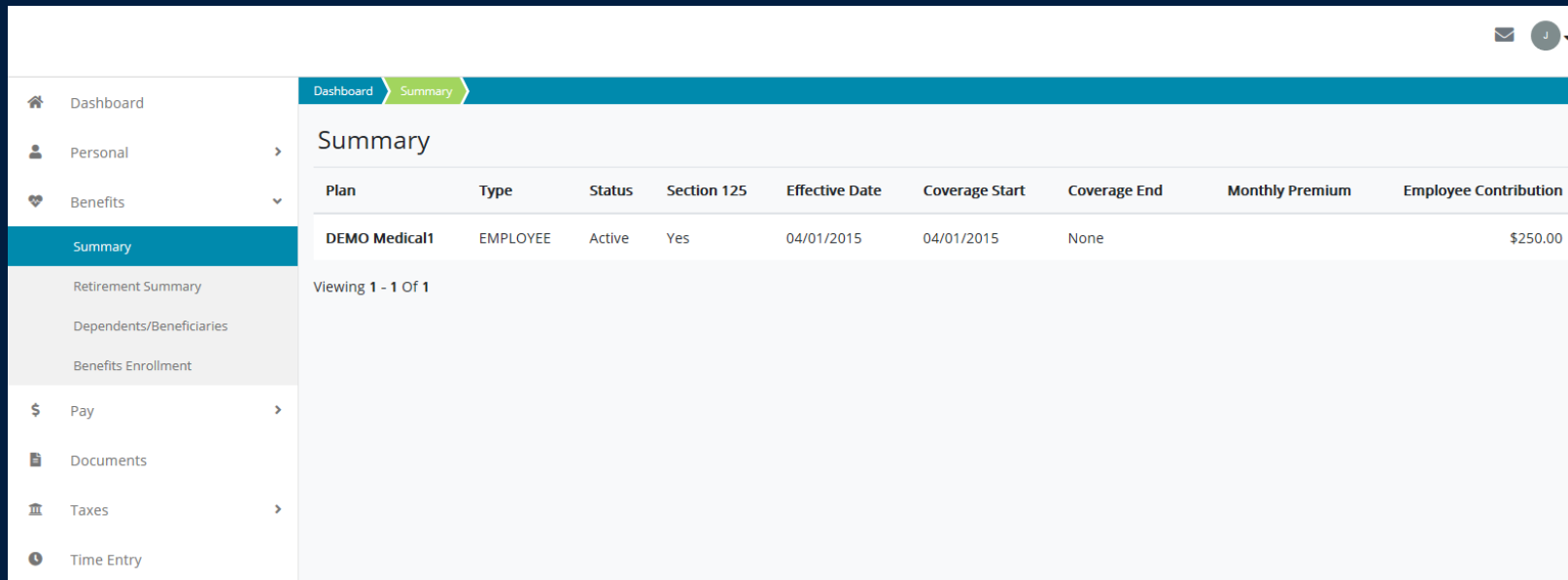


Click on *personal* to view employment summary, personal info, contact info, address and emergency contacts

The screenshot displays the 'Employment Summary' page in the Vida HR system. The left sidebar contains a navigation menu with the following items: Dashboard, Personal (expanded), Employment Summary (selected), Personal Info, Contact Info, Address, Emergency Contacts, Benefits, Pay, Documents, Taxes, Onboarding, and Timeco. The main content area is titled 'Employment Summary' and contains the following data:

<b>Job Title</b> Administrator	<b>Pay Rate</b> \$0.3231 per hour
<b>Date Of Hire</b> 08/26/2013	<b>Department</b> -
<b>Employee Type</b> FULL TIME	<b>Shift</b> -
<b>Division</b> -	<b>Employee Number</b> -
<b>Location</b> MAIN - Denver	<b>Last Review Date</b> -
	<b>Next Review Date</b> -

# Click on benefits to view benefit information



Dashboard Summary

Summary

Plan	Type	Status	Section 125	Effective Date	Coverage Start	Coverage End	Monthly Premium	Employee Contribution
DEMO Medical1	EMPLOYEE	Active	Yes	04/01/2015	04/01/2015	None		\$250.00

Viewing 1 - 1 Of 1

- Dashboard
- Personal
- Benefits
  - Summary
  - Retirement Summary
  - Dependents/Beneficiaries
  - Benefits Enrollment
- Pay
- Documents
- Taxes
- Time Entry



# Click on pay to view pay history and direct deposit information

- Pay History is where you will go to view or print your pay stub. Click on View Paystub.

Dashboard Pay History

## Pay History

Select Year 2018

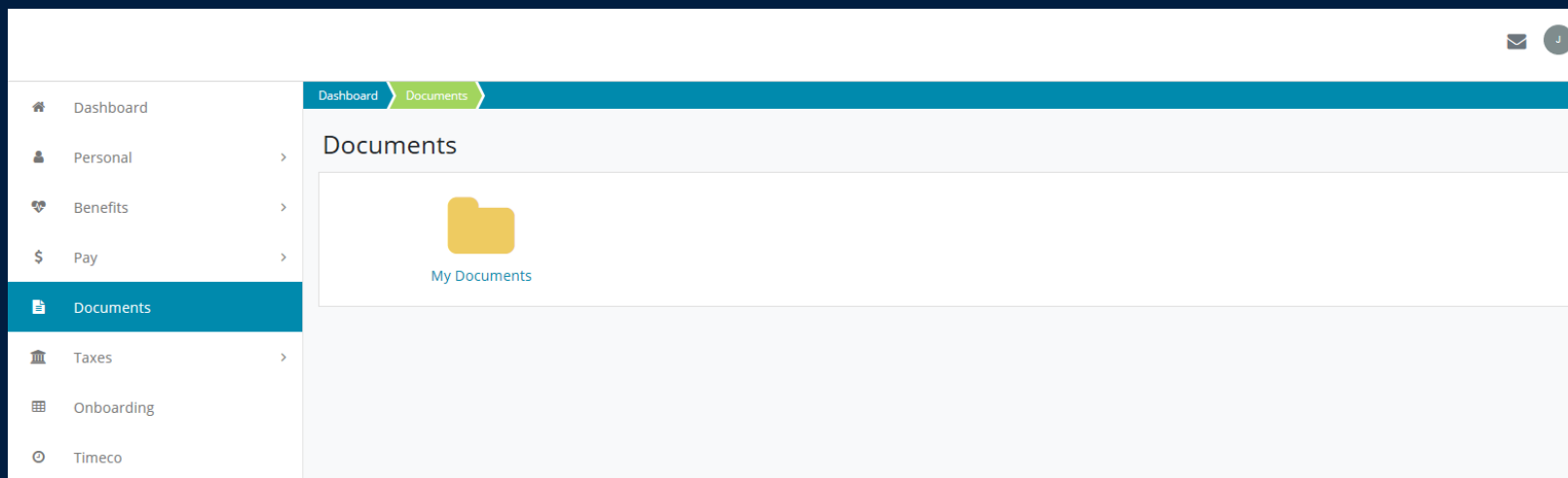
Search Columns

Pay Date	Check Number	Gross Pay	Taxes	Deductions	Net Pay	Actions
03/12/2018	58458	\$580.00	\$129.52	\$0.00	\$450.48	<a href="#">View Paystub</a>
02/19/2018	74	\$248.00	\$46.66	\$0.00	\$201.34	<a href="#">View Paystub</a>
02/16/2018	73	\$976.00	\$235.64	\$0.00	\$740.36	<a href="#">View Paystub</a>

Viewing 1-3 of 3



Click on documents to view client documents





Click on taxes to view your current tax withholding information and reprint W-2's

The screenshot shows a web interface for 'Tax Withholding'. On the left is a navigation menu with items: Dashboard, Personal, Benefits, Pay, Documents, Taxes (expanded to show Tax Withholding and W-2), Onboarding, and Timeco. The main content area has a breadcrumb trail 'Dashboard > Tax Withholding' and a title 'Tax Withholding'. It is divided into two columns: 'Federal Tax' and 'CO State Tax - Resident'. The 'Federal Tax' column shows 'Additional Withholding (per paycheck)' as '-', 'Allowance' as '1', and 'Filing Status' as 'Single or Married, but withhold at higher Single rate'. The 'CO State Tax - Resident' column shows 'Filing Status' as 'Married', 'Number Of Allowances' as '0', 'Additional Withholding Amount (per paycheck)' as '\$10.00', and 'Exempt From State Withholding?' as an unchecked checkbox.

Section	Field	Value
Federal Tax	Additional Withholding (per paycheck)	-
	Allowance	1
	Filing Status	Single or Married, but withhold at higher Single rate
CO State Tax - Resident	Filing Status	Married
	Number Of Allowances	0
	Additional Withholding Amount (per paycheck)	\$10.00
	Exempt From State Withholding?	<input type="checkbox"/>



## CONTACT US!

**RACHEL  
SMITH**

HR BUSINESS  
PARTNER

Phone:  
719.374.9498

Email:  
rachel@vidahr.com

**SHELLIE  
MCGUFFEE**

PAYROLL  
SPECIALIST

Phone:  
719.345.1796

Email:  
shellie@vidahr.com

**LINDSAY  
COOK**

REGIONAL  
DIRECTOR, HR

Phone:  
719.374.3208

Email:  
lindsay@vidahr.com

**TYLER  
JOHNSTON**

PARTNER/  
VP OF SALES

Phone:  
970.988.1242

Email:  
tyler@vidahr.com  
tyler@vidabenefits.com