

## ACCESSING THE **EMPLOYEE** HUMAN RESOURCE INFORMATION SYSTEM (HRis)

The first time you access the **Employee HRis**, you will be required to register.  
Follow the steps below to set up your account.

Begin by clicking the link below:

<https://oasisahree.oasisassistant.com/meree/cmd/login>

In the bottom right hand corner, click **“Register.”** Note: Registering will only need to be done once, when gaining access for the very first time.

OASIS<sup>®</sup>  
A PAYCHEX<sup>®</sup> COMPANY

Username

Continue

Forgot Your Password? Register

Complete all fields in the User Registration Form. Click **“Register”**.

User Registration

Last Name  \*

Social Security Number  \*  
Please enter a valid SSN!

Create User Name  \*  
Username is invalid!

Create Password  \*

Confirm Password  \*  
Password Not Match!  
Password Not Valid!

**Strong Password Requirements**

- The new password field cannot be empty.
- Passwords must be at least 8 characters in length.
- Passwords must not contain the username.
- Passwords must contain at least 1 upper case letter and at least 1 lower case letter.
- Passwords must contain at least 1 number.

Register Cancel

Enter Username (that you just created). Click “Continue”



Username



Enter Password (that you just created). Click “Continue”



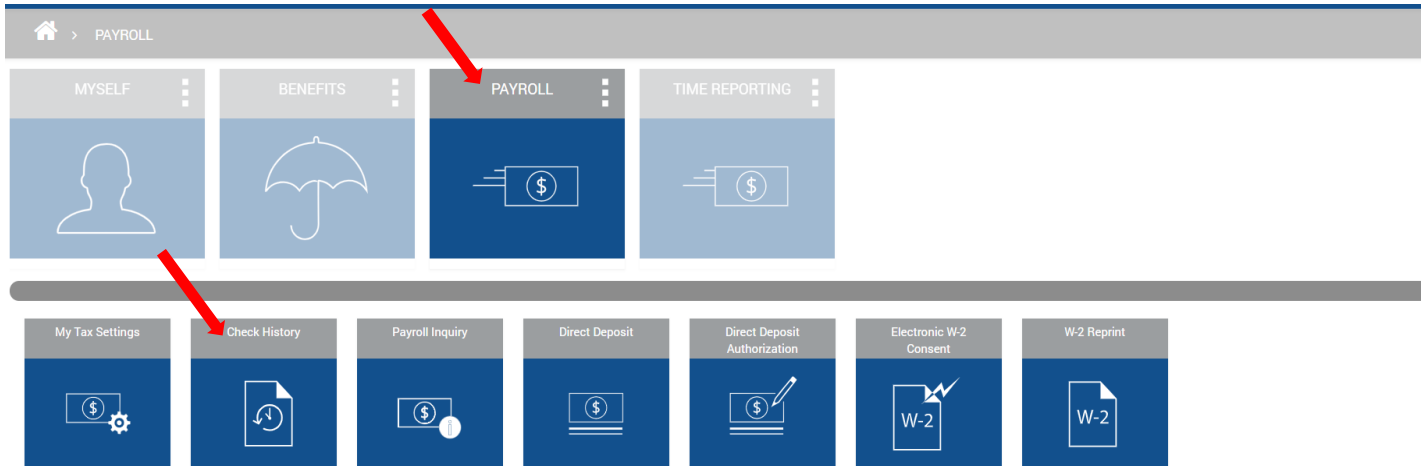
Password



You have successfully logged in! Keep track of the Username/Password for future access to the [Employee HRis](#)

## ACCESSING YOUR PAYCHECK STUB

From the **Employee HRis** Dashboard, click on the **PAYROLL** tile, and then the Check History tile.



Review the pay dates and click on the applicable row to display the details of the check you would like to view or print.

**Note:** Click on a row to display details for that check.

Select Year:

Show  Entries

| Check Number | Gross Pay | Taxes    | Deductions | Net Pay  | Payment Type | Pay Date   | Voucher Number |
|--------------|-----------|----------|------------|----------|--------------|------------|----------------|
| 49           | 1,924.83  | 78.36    | 1,318.69   | 527.78   | C            | 08/31/2015 | 000304         |
| 15           | 402.28    | 65.04    | 24.14      | 313.10   | C            | 08/14/2015 | 000158         |
| 5            | 3,313.26  | 1,120.13 | 0.00       | 2,193.13 | C            | 07/31/2015 | 000036         |
| 3            | 2,176.33  | 623.95   | 0.00       | 1,552.38 | C            | 07/15/2015 | 000030         |

« 1 »

Once you have selected the paycheck, a new window will open. From this window, you can access additional details related to that specific check stub by selecting the other tabs shown in the window (Earnings, Taxes Withheld, Deductions).

**Check Detail** ✕

Check Number: 15 | Net Pay: 313.10

**Check Info**   **Earnings**   **Taxes Withheld**   **Deductions**

|                   |            |
|-------------------|------------|
| Period Start Date | 08/01/2015 |
| Period End Date   | 08/15/2015 |
| Pay Date          | 08/14/2015 |
| Ach Amount        | 0.00       |
| Check Amount      | 313.10     |

[Reprint Check Stub](#)   [Close](#)

If you would like to print, click on <Reprint Check Stub>.

**Check Detail** ✕

Check Number: 15 | Net Pay: 313.10

**Check Info**   **Earnings**   **Taxes Withheld**   **Deductions**

|                   |            |
|-------------------|------------|
| Period Start Date | 08/01/2015 |
| Period End Date   | 08/15/2015 |
| Pay Date          | 08/14/2015 |
| Ach Amount        | 0.00       |
| Check Amount      | 313.10     |

[Reprint Check Stub](#)   [Close](#)

A pdf of your paycheck will appear. You can then click on the printer icon to print a copy for your records.

Voucher #: 001500 Sort Order: 11

Hulk Hogan ELITE SERVICES TALENT AGENCY - 2401 E Airport Freeway - Irving, TX 75062 - 972-785-4000

**SB#** XXX-XX-0858 **Period Start Date** 05-27-2018 **Check Date** 06-15-2018 **Federal Filing Status** M4  
**EMP#** H00176 **Period End Date** 06-09-2018 **Check Number** 000000069 **State Filing Status** NONENONE

| Earnings - Current |                 |          |               |                 |       | Deductions / Taxes |                 |         |         |
|--------------------|-----------------|----------|---------------|-----------------|-------|--------------------|-----------------|---------|---------|
| Date               | Pay Description | Pay Rate | Hrs/Units     | Pay Amount      | Dept. | Position           | Description     | Amount  | YTD     |
| 06-09-2018         | OT Premium      | 50.0000  | 20.74         | 1037.00         | 7030  | 9610N2             | LIFE INS        | 3.28    | 4.92    |
| 06-09-2018         | Regular Pay     | 100.0000 | 60.74         | 6074.00         | NULL  | 9610N2             | Federal Inc. Ta | 1469.52 | 3170.40 |
| 06-09-2018         | SICK            | 100.0000 | 19.25         | 1925.00         | 7030  | 9610N2             | MEDICARE        | 131.02  | 276.02  |
|                    |                 |          |               |                 |       |                    | SOC SECURITY    | 560.23  | 1180.23 |
|                    |                 |          |               |                 |       |                    | MO INCOME TAX   | 447.00  | 964.00  |
| <b>TOTAL</b>       |                 |          | <b>100.73</b> | <b>9,036.00</b> |       |                    |                 |         |         |

| Earnings - Year To Date  |                        | Net Pay Distribution |                          |
|--------------------------|------------------------|----------------------|--------------------------|
| Description              | YTD Type               | Amount               |                          |
| OT Premium               | 3037.00 CHECK          | \$0.00               |                          |
| Regular Pay              | 14074.00               |                      |                          |
| SICK                     | 1925.00 DIRECT DEPOSIT | \$6,424.95           |                          |
| <b>TOTAL NET PAY</b>     |                        | <b>\$6,424.95</b>    |                          |
| <b>TOTAL NET PAY YTD</b> |                        | <b>\$13,440.43</b>   |                          |
| <b>TOTAL</b>             | <b>\$19,036.00</b>     | <b>TOTAL</b>         | <b>2,611.05 5,595.57</b> |

| Paid Time Off          |         | Direct Deposit Detail |          | Employer Contributions |              |             |             |
|------------------------|---------|-----------------------|----------|------------------------|--------------|-------------|-------------|
| Description            | Balance | Account               | Type     | Amount                 | Description  | Amount      | YTD         |
|                        |         | 45678                 | CHECKING | 6,424.95               |              |             |             |
| <b>TOTAL DEPOSITED</b> |         |                       |          | <b>\$6,424.95</b>      | <b>TOTAL</b> | <b>0.00</b> | <b>0.00</b> |

Line One Message  
Line Two Message  
Line Three Message  
Line Four Message

Aureon HR, Inc  
ELITE SERVICES TALENT AGENCY  
2401 E Airport Freeway  
Irving, TX 75062

Check No. 000000069  
Pay Date 06-15-2018

**Pay** Non-negotiable \$0.00

To The Hulk Hogan  
Order 2229 Blue street  
Of SAINT JOSEPH, MO 64507

**\*\*\* Non-Negotiable \*\*\***

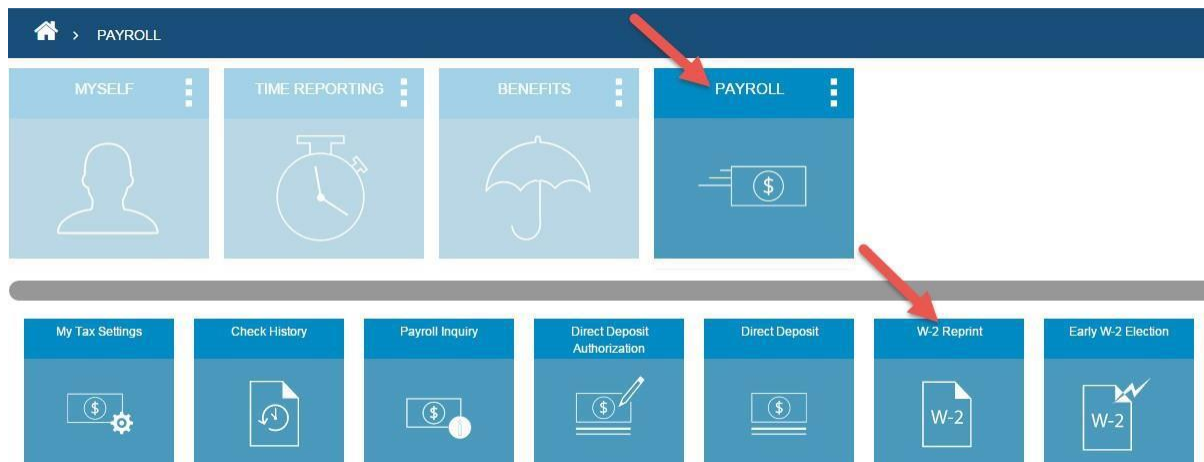
Aureon HR, Inc  
ELITE SERVICES TALENT AGENCY  
2401 E Airport Freeway  
Irving, TX 75062

1  
7030

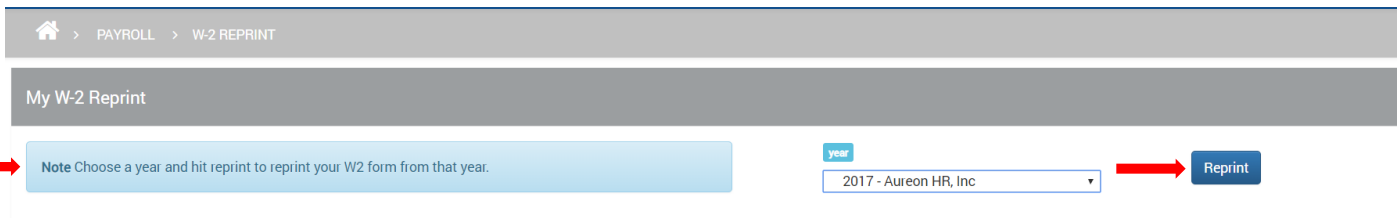
**Hulk Hogan  
2229 Blue street  
SAINT JOSEPH, MO 64507**

## ACCESSING YOUR W2

From the **Employee HRis** Dashboard, click on the **PAYROLL** tile, and then the W-2 Reprint tile.



W2s for the previous calendar year will be available no later than January 31 of the following year. Please contact your **Oasis HR** Service Team for historical W2 information, if needed.



## REVIEWING & UPDATING EMPLOYEE ADDRESS & EMERGENCY CONTACT INFORMATION

From the **Employee HRis** Dashboard, click on the **MYSELF** tile, and then the Personal Information tile.



To update your address/phone/email address, click on the **Resident Address** tab, make any necessary updates and click **<Save Changes>**.

The screenshot shows the 'Resident Address' form. At the top, there are four tabs: 'Personal Details', 'Emergency Contact', 'Resident Address' (which is selected and highlighted with a red arrow), and 'Alternate Address'. Below the tabs, the form is titled 'Resident Address'. It contains several input fields: 'Address Line 1' (with the value '555 Canyon Road'), 'Address Line 2' (empty), 'City' (with the value 'SAN FRANCISCO'), 'County' (with the value 'SAN FRANCISCO'), 'State' (with the value 'CA'), 'Zip' (with the value '94103'), 'Phone' (with a placeholder ' / - '), and 'Email' (empty). At the bottom left of the form, there is a blue button labeled 'Save Changes' with a red arrow pointing to it.

To update your emergency contact, click on the **Emergency Contact** tab, make any necessary updates and click <**Save Changes**>.

Personal Details    **Emergency Contact**    Resident Address    Alternate Address

---

**Emergency Contact**

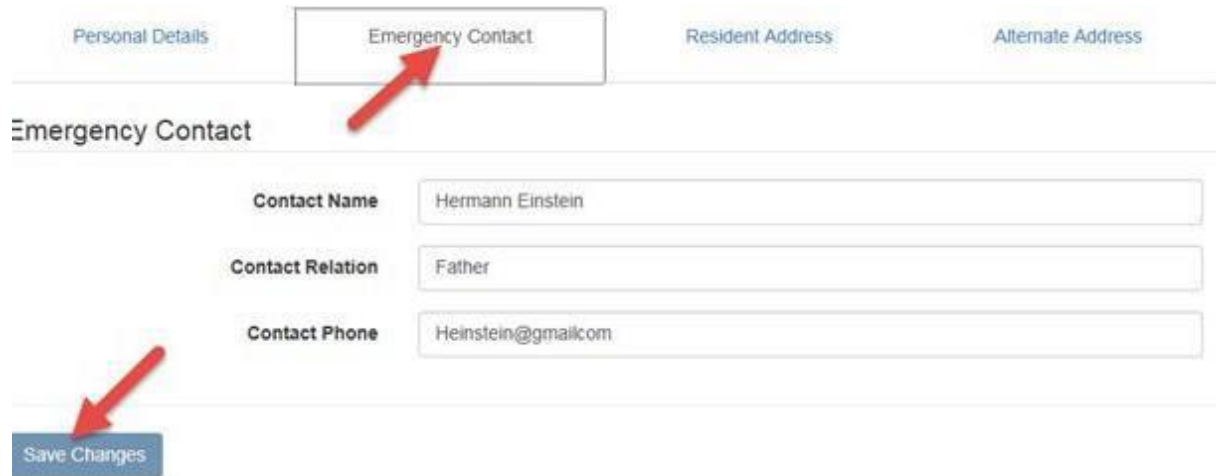
**Contact Name**    Hermann Einstein

**Contact Relation**    Father

**Contact Phone**    Heinstein@gmail.com

---

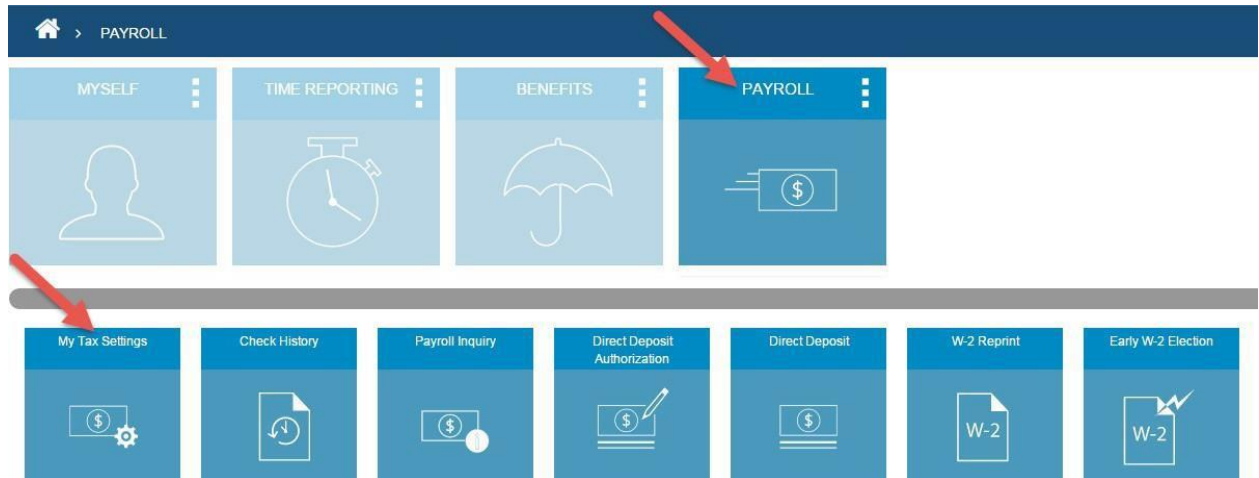
**Save Changes**





## UPDATING TAX WITHHOLDINGS

From the **Employee HRIS** Dashboard, click on the **PAYROLL** tile, and then the **My Tax Settings** tile.



Review your current Federal and State withholdings and make any needed adjustments to Filing/Marital Status, Allowances or Additional Withholding. Be sure to click **<Save>**.

The screenshot shows the 'My Tax Settings' page. At the top, there is a breadcrumb trail: Home > PAYROLL > MY TAX SETTINGS. Below this, there is a blue header bar with the text 'My Tax Settings'. The main content area is titled 'Tax Information' and is divided into two columns: 'Federal Tax' and 'State Tax - IA State Tax - Resident'.  
**Federal Tax Section:**  
- Filing Status: Married (dropdown menu)  
- Allowance: 2 (input field)  
- Additional Withholding: \$ 5 (input field)  
**State Tax Section:**  
- Marital Status: Married (dropdown menu)  
- Total Allowances: 2 (input field)  
- Additional withholding amount: \$ (input field)

## UPDATING DIRECT DEPOSIT

To update your direct deposit information, click on the **PAYROLL** tile, and then the **Direct Deposit Authorization** tile.



On the next screen, select:



A box will appear, requesting the Transit Number and Account Number, as well as the type of account and the amount you plan to have directly deposited into this new account.

**Fixed** = A flat \$ amount that you plan to have deposited into the account. For example, you would like to have \$100 deposited directly into your savings account each pay period.

**Percent** = A percentage of your net pay that you would like to have deposited into the account. For example, you would like to have 25% of your net pay deposited into an account for household expenses.

**Remainder** = This option will be used to capture the amount left over after diverting a portion of your check into another account. It will also be used if this is your only account set up for direct deposit, to get 100% of your check deposited into just one account.

You can have funds directly deposited into either savings or checking accounts ... or both! (See Next Page Example)

**Add New Account**

Transit Number\*

Account Number\*

Calculation Method: Fixed

Account Type: Checking

Amount\*: 0.00

**Check Preview:**

John Doe  
123 AnyStreet Rd  
AnyTown, NA 00000

12/12/20  
1004607000

0001

DATE

PAY TO THE ORDER OF

YOUR BANK

MEMO

⑆0⑆2345678⑆ ⑆0⑆2345678⑆ 000⑆

Transit Number / ABA Routing Number    Account Number    Check Number

Close    Save

Once you have made your entries, click <Save>.