



Hamilton County Department of Education

Employee Online

United Way Campaign

Summary of United Way Process

The United Way campaign process will take place in Employee Online (EO). Via this web-based system, employees can reelect their contribution during a set number of weeks. Employees can contribute to United Way in three ways:

1. Regular payroll deduction for the next calendar year starting in January
2. One-time payroll deduction deducted from 1st check in January
3. One-time upfront gift turned into their Employee Campaign Coordinator (ECC). Credit card forms are available.

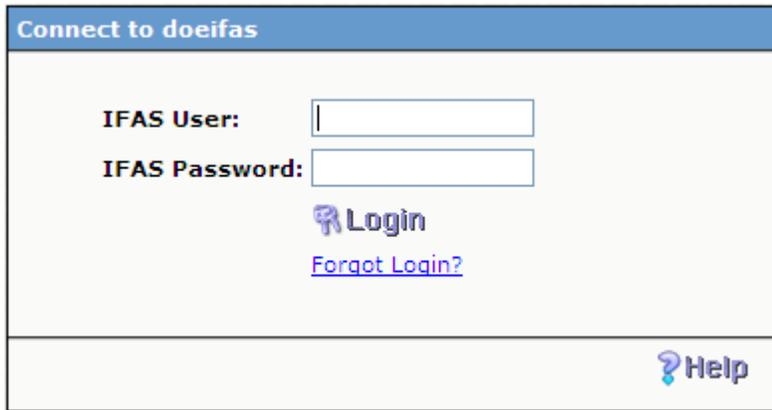
The system will allow the employee to select a designated agency to receive their contribution.

Employee Online

To access Employee Online, open up Internet Explorer or any web browser. In the address bar, enter the following address:

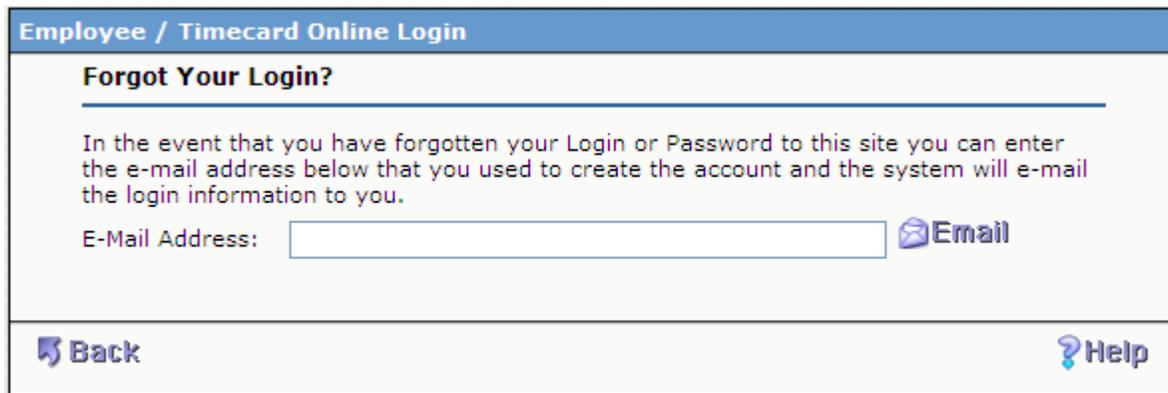
eo.hcde.org

This will direct the browser to the Employee Online site. The following box will display:



The screenshot shows a login form with a blue header bar containing the text "Connect to doeifas". Below the header, there are two input fields: "IFAS User:" followed by a text box, and "IFAS Password:" followed by a text box. Below the password field, there is a "Login" button with a key icon and a blue link labeled "Forgot Login?". At the bottom right of the form, there is a "Help" button with a question mark icon.

At the login page, enter your IFAS User ID and password. IFAS User is normally your 6-digit employee ID number. For assistance with the employee ID and/or password, click on the “Forgot Login” link. The following box will display.



The screenshot shows a page titled "Employee / Timecard Online Login" with a sub-header "Forgot Your Login?". Below the sub-header, there is a paragraph of text: "In the event that you have forgotten your Login or Password to this site you can enter the e-mail address below that you used to create the account and the system will e-mail the login information to you." Below this text is an "E-Mail Address:" label followed by a text input box and an "Email" button with an envelope icon. At the bottom left, there is a "Back" button with a left-pointing arrow icon, and at the bottom right, there is a "Help" button with a question mark icon.

Enter your full HCDE Email address including the @hcde.org and click on Email. Your employee ID and password will be emailed to your HCDE account.

After logging into EO, the following will display.

BusinessPLUS
a PLUS 360 Application

Employee Online

Employee Online | Timecard Online | Professional Development | Leave Tracking

Open Enrollment 2016

- [United Way Campaign \(Sep21-Oct26\)](#)

EO Home

- [Message Page](#)
- [Employee Directory](#)
- [Microsoft E-Learning](#)

Personal Information

- [Home Address](#)
- [Emergency Info](#)

Pay Information

- [Leave Tracking](#)
- [Direct Deposit](#)
- [Deferred Comp](#)
- [Retirement](#)
- [Deductions](#)
- [Check Stub](#)
- [Federal Tax Info](#)
- [W2 Info](#)

Human Resources

- [Current Job](#)
- [Historical Jobs](#)
- [Employment Info](#)
- [License/Cert](#)
- [Skills](#)
- [Education](#)
- [Forms](#)
- [Web Links](#)
- [FAQs](#)

Employee Benefits Current

Welcome



Welcome to the Employee Online web site. This site provides a way for you to keep your payroll information up to date.

Please feel free to browse your current payroll setup and make changes as needed.

Next payday will be 9/23/2016. Requests made in Employee Online prior to midnight 9/28/2016 will be considered for the check of 10/7/2016.

Employees are required to submit their timecard on every payday no later than 10:00 am the following Monday unless requested earlier.

[Instructions for Professional Development](#)

[403\(b\) Availability Notice](#)

[Health Insurance Payroll Deductions](#)

[HCDE BENEFITS OPEN ENROLLMENT INSTRUCTION GUIDE](#)

Instructions

Step 1: Choose an area
Select the tab for the area with the information that you want to change.

Step 2: Select the record that you would like to modify.
Choose the record you would like to modify.

Step 3: Submit request
Click on the button to submit your request.

Step 4: Repeat as needed.
Repeat the process in other areas of Employee Online as needed.

In the navigation bar at the left, click on “United Way” located under “Open Enrollment” in the left navigation pane.

Employee Online | Timecard Online

Open Enrollment 2016

- [United Way Campaign \(Sep21-Oct26\)](#)

EO Home

- [Message Page](#)
- [Employee Directory](#)
- [Microsoft E-Learning](#)

Personal Information

- [Home Address](#)
- [Emergency Info](#)

The following page will display:

Coverage Type	Current Coverage	Open Enrollment Requests	Enrollment Status
MEDICAL	BC EMPONLY		No Changes
VISION	none	EYEMED EMP ONLY	Completed
DENTAL	DENTAL		No Changes
SUPP LIFE EMPLOYEE	SUPP LIF W AD&D		No Changes
SUPP LIFE SP	SUPP LIFE SP10K		No Changes
SUPP LIFE CH	none		No Changes
FSA MED FAMILY	FSA MEDICAL		No Changes
FSA-DEP CHILD CARE	none	FSA CHILD CARE	Completed
UNWAY PERPAY DEDUC	PER PAYROLL DED	PER PAYROLL DED	Completed
UNWAY 1XPAYR DEDUC	none		No Changes
UNWAY UPFRONT CASH	none		No Changes
HCDE United Way Campaign			

There are 3 options to choose from.

1. United Way-Reg PayDed: Regular payroll deduction every payroll starting in January
2. United Way-1XPayr Ded: One-time payroll deduction taken in 1st check of January
3. United Way-Upfront Cash: Upfront cash or check given to the ECC in your school or department

Choose the option by clicking on desired choice. The following page will display:

Current Plan	Pending Change Request
Plan Name UNITED WAY	UNITED WAY
Plan Type UWAY REG PAY DD	UWAY REG PAY DD
Description REGULAR PER PAYROLL DEDUCTION	REGULAR PER PAYROLL DEDUCTION
Coverage Vendor Vendor Info	Vendor Info
Employer Cost N/A	N/A
Employee Cost \$2	<input type="text" value="\$2"/>
Coverage Category Employee Paid	<input checked="" type="checkbox"/> Employee Paid
Notes	<input type="text" value="950"/>
	<input type="checkbox"/> Delete this request

Please click on the link to find a list of [United Way Designations](#) that you may select.

[Back](#) [Save](#)

In this box, enter the amount of contribution which can be the payroll deduction amount or the up-front gift amount. To designate your contribution to a certain agency, click on the United Way Designations link located at the bottom of this box. The following page will display.

Please select a United Way Designation Number

Add the Designation Number into the 'Notes' box on the Add Open Enrollment Benefit Screen. If a number is not entered No designation will be used.

Add Open Enrollment Benefit JOE R. SNIDE [Help](#)

Current Plan	New Request
Plan Name: none	FLEX SPENDING
Plan Type:	AFTER-TAX
Description:	FLEX SPENDING
Coverage Vendor:	Vendor Info
Employer Cost:	N/A
Employee Cost:	<input type="text" value="\$20.00"/>
Coverage Category:	<input checked="" type="checkbox"/> NA
Notes:	<input type="text" value="982"/>

Please click on the link to find a list of [United Way Designations](#) that you may select.

[Back](#) [Save](#)

United Way Designation List

Designation Number	Designation Description
000	No Designation
982	Alexian Brothers Senior Neighbors
995	American Heart Association-Chattanooga
950	American Red Cross
959	Big Brothers Big Sisters of Gtr Chatt
956	Boy and Girls Clubs of Chattanooga
955	Boy Scouts of America Cherokee Area
949	Catholic Charities - Chattanooga
996	Chattanooga Area Urban League Inc.
952	Chattanooga Room in the Inn
989	Chattanooga's Kids on the Block

Locate designated agency from this list. Then, enter the designation number in the Notes box as indicated above. Note: The designation number is not required. To complete your request, click on the Save button.

Update Open Enrollment Benefit PATRICIA C KINSEY [Help](#)

Current Plan	New Change Request
Plan Name: UNITED WAY	UNITED WAY
Plan Type: UWAY REG PAY DD	UWAY REG PAY DD
Description: REGULAR PAYROLL DEDUCTION	REGULAR PAYROLL DEDUCTION
Coverage Vendor:	Vendor Info
Employer Cost: N/A	N/A
Employee Cost: \$5	<input type="text" value="\$5"/>
Coverage Category: <input checked="" type="checkbox"/> Employee Paid	<input checked="" type="checkbox"/> Employee Paid
Notes:	<input type="text" value="950"/>

Please click on the link to find a list of [United Way Designations](#) that you may select.

[Back](#) [Save](#)

To verify that your change was accepted, you will see “Record Accepted” at the top and “Request Pending” next to your election as indicated below.

Open Enrollment Summary View				PATRICIA C KINSEY	? Help
Coverage Type	Current Coverage	Open Enrollment Requests	Enrollment Status		
MEDICAL	HMO EMP+FAM		Not Selected		
VISION	none		Not Selected		
DENTAL	DENTAL		Not Selected		
SUPP LIFE EMPLOYEE	SUPP LIF W AD&D		Not Selected		
SUPP LIFE SP	none		Not Selected		
SUPP LIFE CH	SUPP LIFE CH		Not Selected		
FSA-MED FAMILY	none		Not Selected		
FSA-DEP CHILD CARE	none		Not Selected		
UNITED WAY-REG DED	REGULAR PAY DED	REGULAR PAY DED	Request Pending		
UNITED WAY-1XPAYR	none		Not Selected		
UNITED WAY-1XGIFT	none		Not Selected		

If you wish to change your election or delete the request, click on the choice selected. Apply changes and click Save. Or to remove your election, check the “Delete this request” box and click Save.

Update Open Enrollment Benefit		PATRICIA C KINSEY	? Help
Plan Name	UNITED WAY	Pending Change Request	UNITED WAY
Plan Type	UWAY REG PAY DD		UWAY REG PAY DD
Description	REGULAR PAYROLL DEDUCTION		REGULAR PAYROLL DEDUCTION
Coverage Vendor	Vendor Info		Vendor Info
Employer Cost	N/A		N/A
Employee Cost	\$5		<input type="text" value="\$5"/>
Coverage Category	<input checked="" type="checkbox"/> Employee Paid		<input checked="" type="checkbox"/> Employee Paid
Notes			<input type="text" value="950"/>
			<input type="checkbox"/> Delete this request
<p>Please click on the link to find a list of United Way Designations that you may select.</p>			
Back			Save

For Assistance

Please contact your United Way Employee Campaign Coordinator for assistance in using Employee Online.