


# Employee Portal: Mobile User Guide

The Employee Portal can be accessed on mobile devices as well as standard computers. The Mobile Portal is accessed using your device’s web browser; downloading a mobile application is not required.

 **Note:** *Prior to using the Mobile Employee Portal, first-time users must access the Employee Portal from a computer using the URL below to register their account and set up security questions. First-time registration from the Mobile Portal is not supported.*

## Supported Devices

The Mobile Portal is designed to leverage the features of mobile devices and browsers. As of this writing, the devices and browsers listed in Figure 1 are supported.

## Logging into the Mobile Portal

Ensure that the user has registered as outlined above using a standard computer.

Open a Web browser on the mobile device and enter this URL:

<https://savers.evolutionpayroll.com/ess>

Operating System	Version	Supported Devices
iOS	4.x or higher* <small>* iOS 4 is not supported</small>	iPad 4G iPod touch 5 iPhone 5s iPad Air iPhone 5 iPhone 5c iPad Mini iPad 3G iPhone 4S
Android	4.0.x or higher	*All except Galaxy S series
Windows		

Figure 1: Supported Mobile Devices

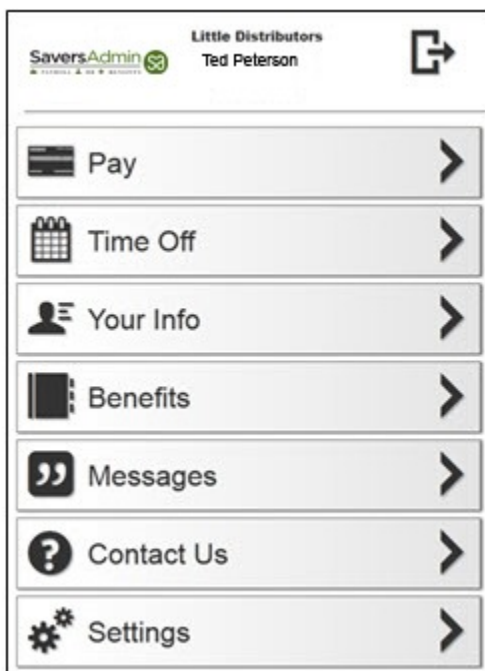


Figure 2: Mobile Portal Menu Tabs

On the login screen, enter the Username and Password, then click **Sign In**. Answer your security questions if prompted to do so, then click **Continue**.

There are also links on the login screen to help you reset a lost or forgotten password and to take you the full-size Employee Portal Website, if desired.

## Mobile Employee Portal Menu


The header at the top of the Menu screen, see Figure 2, contains the Savers Admin logo, the employer’s name, employee’s name, and a Log Out button. Menu tabs to the various areas within the Portal, such as Pay, Time Off, Your Info, etc., appear below the header.


(Managers may also see additional Menu tabs used to approve employee time-off requests and demographic changes, if the employer’s site supports those options.)

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## Pay Tab

Select the Pay tab to display recent information regarding Pay Stubs and W-2s or 1099 Forms.

1. Select the Check Date to view, save, or print the check stub for that date.
2. Select the View  button next to a check date to view the gross amount of the check.
3. Select the W-2 or 1099 link, where available, to view the electronic W-2 or 1099 for the most recent year.

**Tip:** Select the Menu  button at the top of the screen to return to the Menu from anywhere in the site.

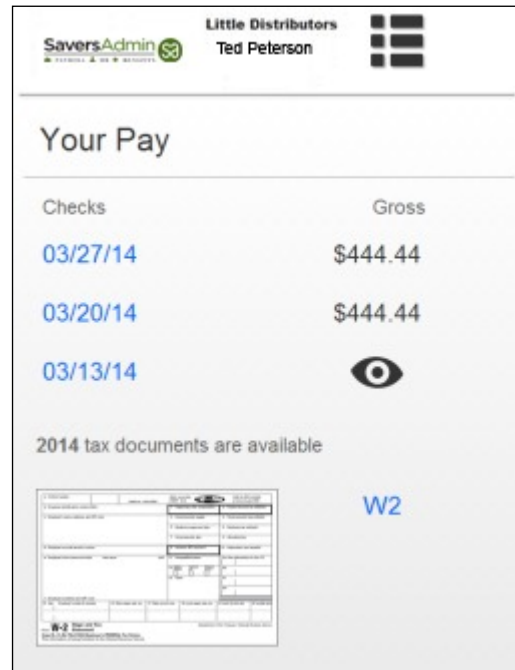


Figure 3: Your Pay Screen

## Time Off Tab

View vacation/PTO and sick time balances based on the employer's time-off and accrual policies. Depending on the employer account settings, time-off request history and time-off request options may also be available.

## Your Info Tab

Displays three sections listing the employee's Address, Tax Status and Dependents, and Pay Rate information.

## Benefits Tab

Employee benefit information can be displayed. It is also utilized if the employer uses this Portal site as part of their open enrollment process (optional features).

## Messages Tab

The Messages Tab can list up to two optional messages from the employer.

## Contact Us Tab

The employer's Human Resource contacts are listed on the Contact Us Tab.

## Settings Tab

Employees can update their password, email addresses and security questions from the Settings Tab.