# EMPLOYEE/PROVIDER - PORTAL INSTRUCTIONS CREATING YOUR NEW USER AND LOGGING ONTO THE PORTAL

***TIME SHOULD BE ENTERED EVERY TWO WEEKS OR MONTHLY AT MINIMUM***

Go to the website at:  **https://fwportal.wegnercpas.com/**

Your account will be used to enter hours worked with a client and to view your paystubs.

## CREATING YOUR NEW USER ACCOUNT

1. From the Company drop down menu, select FW Consulting – DHFS LLC.

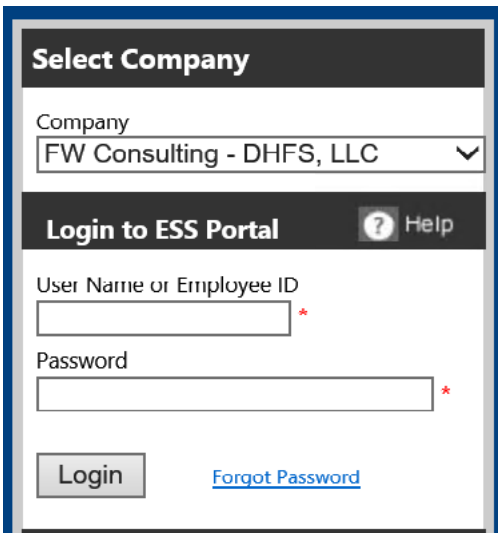2. Click on "Create New User".

3. **Username:**  Enter a username that you will remember. If you work for multiple employers, you must create a separate account for each employer with a different username for each account.

4. **Employee ID:**  This is the Employee ID number provided in your email.

5. **PIN:**  This is the PIN number provided in your email.  This PIN number can only be used **one** time.

6. **New Password:**  Enter a password that you will remember. **(Passwords must be between 8 and 20 characters, have at least one capital and lower case letter, one number and one special character - @!#$%^&*).**

7. **Confirm Password:**  Reenter the password.

8. **Last 4 SSN:**  Enter the last four numbers of your social security number.

9. **Zip Code:** Enter your zip code.

10. Click "Create User".

**Complete**

Your account has been successfully created.
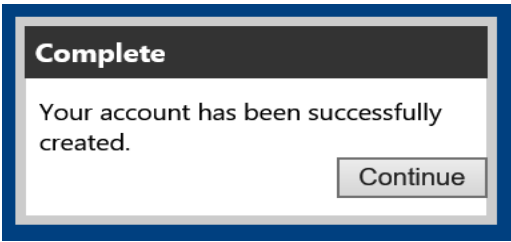
Continue

11. Click "Continue". This will take you back to the **Login Screen**.

**Select Company**

Company
FW Consulting - DHFS, LLC

**Login to ESS Portal**    ? Help

User Name or Employee ID
*

Password
*

Login    Forgot Password

12. From the Company drop down menu, select
FW Consulting – DHFS LLC.

13. Enter the username you created or your Employee ID.
NOTE: Your Employee ID will work with the password if you forget your user name.

14. Enter the password you created.

15. Click "Login".

**User Info**    ? Help

You are logged in as:
**999000999** (EMPLOYEE TEST EE 1)
Client: **999000** (TEST)
Logout  |  Change Password
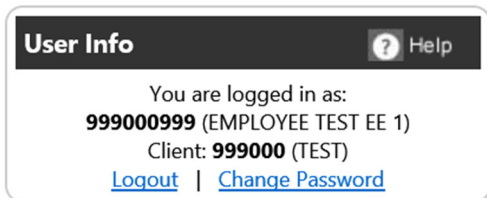
**NOTES:**

If you work for multiple employers, your Client/Employer's Name will be listed in the top right corner of your Home screen in the **User Info Section** under your Employee ID and UserName.

**Please keep your Username, Employee ID and Password in a safe place for reference.**

When you log into the portal you will be directed to the dashboard. The calendar on the dashboard is <u>NOT for time entry.</u> The dashboard calendar outlines Timesheet deadlines and Payroll Dates.

DO NOT USE
THIS CALENDAR
TO ENTER TIME
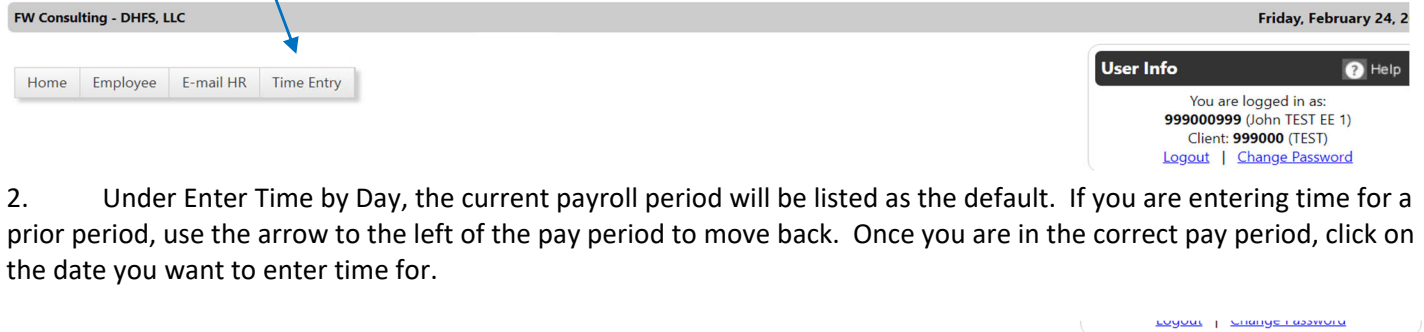
EMPLOYEE
SELF SERVICE

**Follow the instructions below for employee time entry:**

**EMPLOYEE HOW TO ENTER TIME:**

1.      Click "Time Entry"



2.      Under Enter Time by Day, the current payroll period will be listed as the default.  If you are entering time for a prior period, use the arrow to the left of the pay period to move back.  Once you are in the correct pay period, click on the date you want to enter time for.
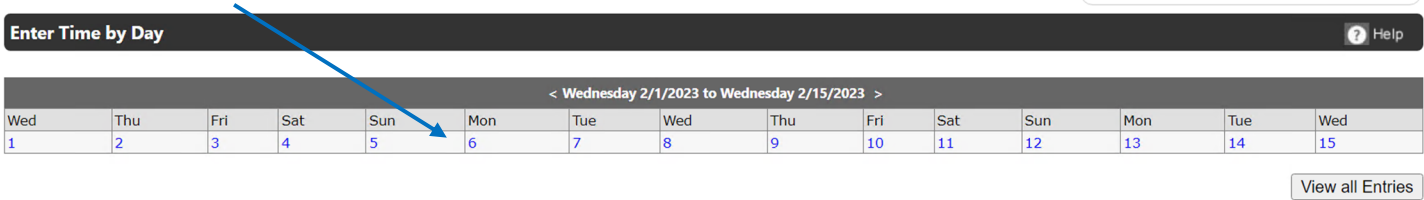


3.      Select your Service Code from the Earnings Type drop down menu.  Enter the total hours worked for that day. Click "Save" when complete.



NOTES:
- Hours must be entered for **each** day the service was provided.
- Hours must be rounded to the nearest **quarter hour** (i.e .25 for 15 min, .50 for 30 min and .75 for 45 min.)
- If your service code is a **"DAY" code, use "1"** for the number of hours worked for that DAY/Overnight.
- The entry will be rejected if more than 24 hours are entered for one day.
- ***If you provide transportation services, please log the total number of miles for the day in whole numbers.
- ***TIME SHOULD BE ENTERED EVERY TWO WEEKS OR MONTHLY AT MINIMUM***

4.      **Repeat Step number 2 and 3** until you have entered all of the days and hours worked.

5.      Click "Save" when completed and then OK at the next prompt.  You may then logout.

6. Entered time will display at the bottom of the screen.

| Entered Entries (select row to edit) | | | |
|---|---|---|---|
| Earnings Type | Date | Hours | TransClass1 |
| T1005U2-Respite Care-Hourly | 2/6/2023 | 5.00 | 042023 |
| T1005U2-Respite Care-Hourly | 2/7/2023 | 3.50 | 042023 |
| S9125U2-Respite-Day/Overnight | 2/8/2023 | 1.00 | 042023 |
| | | 9.50 | |

**OR** you can click **'View all Entries'** to view a PDF document of all time entered.

2/24/23
10:41:01 AM

**FW Consulting - DHFS, LLC**
**Employee Time Entries**

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| Day of Week | Date | Feature | Hours | Trans Class 1 | Trans Class1 Description | Approved? |
|---|---|---|---|---|---|---|
| **CLIENT: TEST** | | | | | | |
| **EMPLOYEE: 999000999 - John TEST EE 1** | | | | | | |
| Monday | 02/06/23 | T1005U2-Respite care in-home | 5.00 | 042023 | 02-16-2023 - 02-28-2023 | False |
| Tuesday | 02/07/23 | T1005U2-Respite care in-home | 3.50 | 042023 | 02-16-2023 - 02-28-2023 | False |
| Wednesday | 02/08/23 | S9125U2-Respite Day/Overnight | 1.00 | 042023 | 02-16-2023 - 02-28-2023 | False |
| | | | 9.50 | | | |
| | | **CLIENT TOTAL:** | 9.50 | | | |
| | | **REPORT TOTAL:** | 9.50 | | | |

**REMINDERS:**

To ensure timely processing, once you have entered your hours you must **inform your employer that your hours are ready for approval**.  Your employer's approval is all that is needed to complete the time entry process.
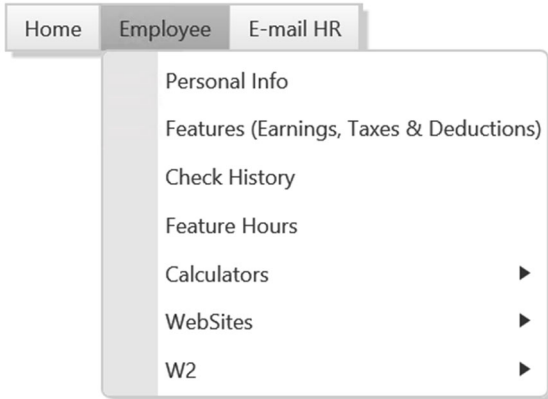
Time entries must be approved **by 5:00 pm on the deadline date**.  Any Time entries approved after 5:00 pm will **NOT** be paid with the current payroll period.

Time entries rejected for payment by WPS will NOT be paid until funds are received from WPS.

# EMPLOYEE TAB AND EMAIL HR TAB

## EMPLOYEE TAB OPTIONS

**FW Consulting - DHFS, LLC**

| Home | Employee | E-mail HR |

Personal Info

Features (Earnings, Taxes & Deductions)

Check History

Feature Hours

Calculators ▸

WebSites ▸

W2 ▸

**Once you are logged in, hover your mouse over the EMPLOYEE TAB and you will see several options.**

### Personal Information

| | |
|---|---|
| Title: | |
| Birth Date: | 1/1/2000 |
| Email Address: | fwconsulting@wegnercpas.com |
| Address: | 123 main street |
| City: | madison |
| State: | Wisconsin |
| Zip: | 53713 |
| Country: | |
| Supervisor: | EMPLOYER TEST_ER |
| Hire Date: | 1/1/2022 |
| Start Date: | 1/7/2022 |
| Rehire Date: | |
| Position: | |

**Personal Info Tab:**

This section displays your personal information as entered in our software program. Please review this section from time to time to make sure FW Consulting DHFS has your updated contact and personal information.

**Employee Contacts:**

| Type | Phone/Fax/Email | Description |
|---|---|---|
| U.S. Standard | (608) 274-4020 ex. | |

### Employee Features

▼ Employee Features
- ▼ Earnings
  - ▹ T2013-Daily Living - Hourly
  - ▹ T1005HQUN-Respite -Group
  - ▹ S9125U2-Respite-Day/Overnight
  - ▹ T1005U2-Respite Care-Hourly
  - ▹ 99509U2-Personal Supports
  - ▹ T2027U2-Childcare-Hourly
- ▼ Tax Deductions
  - ▹ Federal Income Tax
  - ▹ State Income Tax

**Features (Earnings, Taxes and Deductions) Tab:**

**Earnings:** This section displays your approved earning information along with the service code, description and pay rate. Hover your mouse over an earnings type to see the pay rate.

**Employee Features**

▼ Employee Features
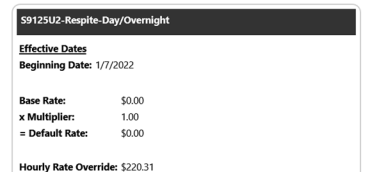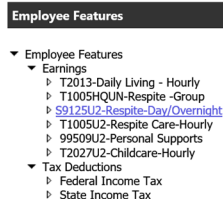- ▼ Earnings
  - ▹ T2013-Daily Living - Hourly
  - ▹ T1005HQUN-Respite -Group
  - ▹ S9125U2-Respite-Day/Overnight
  - ▹ T1005U2-Respite Care-Hourly
  - ▹ 99509U2-Personal Supports
  - ▹ T2027U2-Childcare-Hourly
- ▼ Tax Deductions
  - ▹ Federal Income Tax
  - ▹ State Income Tax

**S9125U2-Respite-Day/Overnight**

**Effective Dates**
Beginning Date: 1/7/2022

| | |
|---|---|
| Base Rate: | $0.00 |
| x Multiplier: | 1.00 |
| = Default Rate: | $0.00 |
| Hourly Rate Override: | $220.31 |

**Tax Deductions:** This section displays your tax deduction information as entered in our software program. Hover your mouse over a tax deduction type to see your filing status.

**Federal Income Tax**

| | |
|---|---|
| Filing Status: | Single |
| Exemptions: | 0 |
| Additional Withholding: | $0.00 |
| Supplemental Wage Percentage: | 0% |
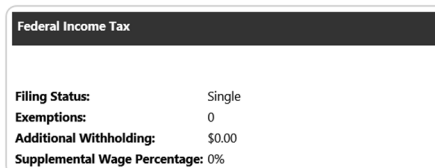
## Check History

| Check # | Check Date | Amount | |
|---------|-----------|--------|------|
| 251913 | 11/15/2022 | $138.52 | View/Print |
| 251067 | 10/31/2022 | $41.56 | View/Print |
| 250157 | 10/14/2022 | $263.20 | View/Print |
| 249209 | 9/30/2022 | $290.90 | View/Print |
| 248196 | 9/15/2022 | $221.64 | View/Print |

**Check History Tab:**

This section will display the last 12 months of check history including Check #, Check Date and Net Deposit. You can click on an individual check to view a copy of the paystub.

## Feature Hours

Exclude Zero Hours

Detail / Summary

Date From: 7/1/2022 To: 8/31/2022

Features: All items checked

Find    Clear Selection    Print

| Feature | Check Date | Period End Date | Hours |
|---------|-----------|-----------------|-------|
| T1005U2-Respite Care-Hourly | 7/15/2022 | 6/30/2022 | 16.00 |
| T1005U2-Respite Care-Hourly | 7/29/2022 | 7/15/2022 | 12.00 |
| T1005U2-Respite Care-Hourly | 8/15/2022 | 7/31/2022 | 12.00 |
| T1005U2-Respite Care-Hourly | 8/31/2022 | 8/15/2022 | 16.00 |
| | | | 56.00 |

**FW Consulting - DHFS, LLC**    Page: 1
Employee Feature Hours

| Feature | Date | |
|---------|------|------|
| T1005U2-Respite Care-Hourly | 07/15/22 | 16.00 |
| T1005U2-Respite Care-Hourly | 07/29/22 | 12.00 |
| T1005U2-Respite Care-Hourly | 08/15/22 | 12.00 |
| T1005U2-Respite Care-Hourly | 08/31/22 | 16.00 |
| | | 56.00 |

**Feature Hours Tab:**

This section displays information about hours by earnings type/service code for specified time period for a specified earnings type.

You can click on print to get a detailed or summary report of earnings type worked in each payroll period.

## Calculators

| Calculators | ▶ | 1040 Tax Estimator |
|-------------|---|-------------------|
| WebSites | ▶ | Buy or Lease? |
| W2 | ▶ | Amortizing Loan |
| | | Loan Comparison |

**Calculators Tab:**

The section includes links to web based calculators that you might find useful.

| WebSites | ▶ | IRS.gov |
|----------|---|---------|
| W2 | ▶ | Social Security Administration |

**Websites Tab:**

The section includes links to websites that you might find useful.

| W2 | ▶ | 2021 | ▶ | Copy 2 - State, City, Local |
|----|---|------|---|---------------------------|
| | | 2022 | ▶ | Copy B - Federal |
| | | | | Copy C - For Your Records |

**W2 Tab:**

The **W2** page will display current and past W-2s that are available to print. The current year W-2 will be shown as a proof report until the company has finalized the amounts for the year. Once the amounts have been finalized the W2 form will display instead of the proof report.

For all questions or concerns regarding the Portal or Payroll, please send a help desk ticket to:

help@wegnercpas.on.spiceworks.com

# FWCONSULTING DHFS PORTAL – FREQUENTLY ASKED QUESTIONS

https://fwportal.wegnercpas.com/

**WHAT IS MY USER ID AND PASSWORD?**

If you cannot remember your passwords, you can use the reset password link to create a new password.  Be sure to store your Employee ID and password in a safe place for future reference.

You will need the following information to reset your password:
Employee ID:
Last 4 of your SSN:    If you are the **EMPLOYER**, you will use "1234" for your child's SSN.
Your Zip Code:

**WHEN ARE TIMESHEETS DUE?    WHEN WILL I BE PAID?**

Payroll is paid on/around the 15$^{th}$ and the last day of each month.  Deadlines and pay dates are listed on the Portal website.  Time must be entered and approved before 5:00PM on the 1$^{st}$ and 16$^{th}$ of each month to be paid on the upcoming payroll.  Time not entered and approved WILL NOT be processed until the following payroll.  After you have entered your hours, remind your family or approver to log on and approve your hours.

**HOW DO I ENTER MY TIME?     WHAT IF I WORKED ALL DAY OR OVERNIGHT?**
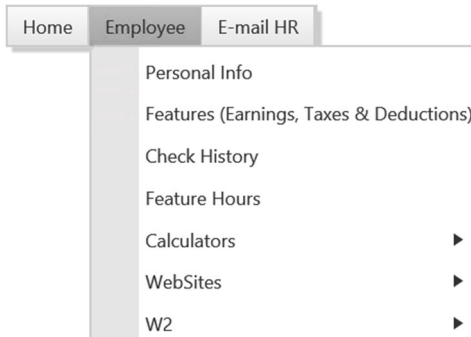
Hours must be entered for each day the service was provided.  Time must be entered to the nearest quarter hour (i.e .25 for 15 min, .50 for 30 min and .75 for 45 min.  If your service code is a "DAY/OVERNIGHT" code, use the number "1" for that day.  Do NOT enter the number of hours worked. Time entries will be rejected if more than 24 hours are entered for any one day.

**WHY CAN'T I SEE MY HOURS ON THE PORTAL?**

When the hours that have been entered and approved are pulled from the Portal for payroll processing, **they no longer appear on the Portal screen.**  Once the payroll is processed and the hours are paid, **they will appear in the report on the bottom of your Portal screen entitled "Payroll Approved Entries"**.  If you have already entered hours for an employee on a specific date and you try to enter hours again, the system will not allow that entry and will tell you that is a duplicate entry.

**HOW DO I VIEW/PRINT MY PAYSTUB OR W2?**

Log into your Portal Account and click on the EMPLOYEE TAB and choose an option.

| Home | Employee | E-mail HR |
|------|----------|-----------|
|      | Personal Info | |
|      | Features (Earnings, Taxes & Deductions) | |
|      | Check History | |
|      | Feature Hours | |
|      | Calculators ▶ | |
|      | WebSites ▶ | |
|      | W2 ▶ | |

**HOW DO I CHANGE MY DIRECT DEPOSIT?   HOW DO I UPDATE MY ADDRESS?   HOW DO I CONTACT FW CONSULTING DHFS?**

Please send all questions to **help@wegnercpas.on.spiceworks.com.**  Be sure to include your full name, the full name of the provider and\or the first name and initial of last name for the child.