

Bi-Tech Employee Online

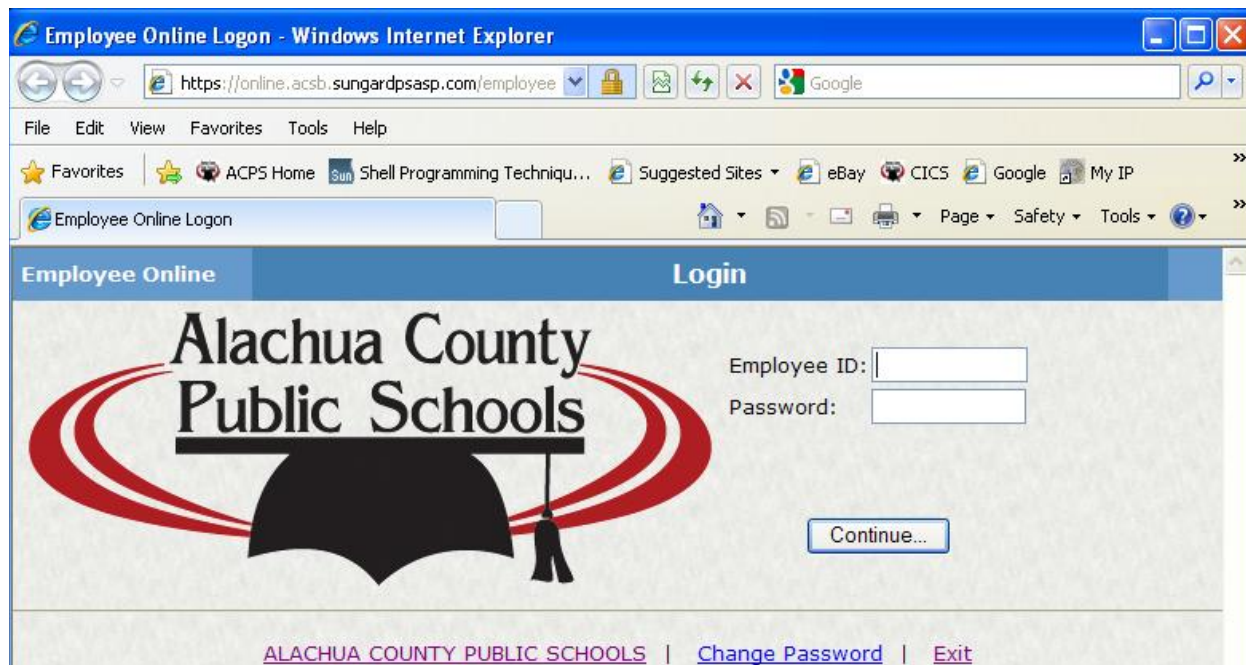
Bi-Tech Employee Online allows SBAC employees to view their wages and anything associated with their employee benefits and deductions through the web. The access is from the main SBAC home page.



The user then selects Empl Info followed by Employee Information and Tech Support Home. The new screen allow them to select Employee Online.

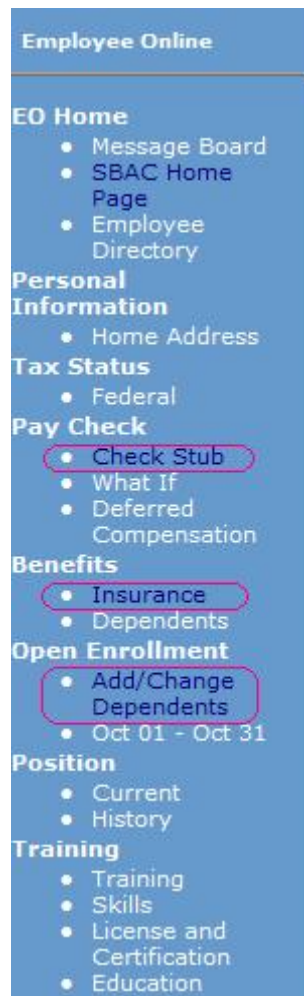


The Employee Online signon screen looks like this:



The Employee ID consists of the first three letters of the employee's last name followed by the last four digits of their social security number and then a zero, i.e. HAY42430. The initial password is set to the last four digits of their social security number. The Helpdesk can assign a new password if they cannot log on.

Once logged in, a side bar displays the choices of screens they may view. The most popular selections are highlighted.



The Check Stub selection brings up another screen from which the employee may select which check stub they wish to view by pressing the View Record button at the bottom.

Pay Check History		
Select	Check Date	Check Number
<input checked="" type="radio"/>	10/29/2009	1259675
<input type="radio"/>	10/15/2009	1255627
<input type="radio"/>	9/30/2009	1251635
<input type="radio"/>	9/15/2009	1247785
<input type="radio"/>	8/31/2009	1244107
<input type="radio"/>	8/13/2009	1240811
<input type="radio"/>	7/30/2009	1239590

Upon selecting a Check Date and pressing View Record, the check stub will appear on the screen.

During Open Enrollment in October, the Insurance and Dependents screen will allow each employee to update their status if they so desire. The screens they would use for this are displayed on the following page.

The Insurance selection displays the following screen:

Benefit Information					
Select	Coverage Type	Plan Name	Covered Individuals	Coverage Amt	Status
<input type="radio"/>	MEDICAL	PLAN 2 \$500 DED	Employee Only	n/a	Active
<input type="radio"/>	LIFE INSURANCE	BASIC LIFE ADMN	Employee Only	\$50,000	Active
<input type="radio"/>	DENTAL				Not Selected
<input type="radio"/>	VISION				Not Selected
<input type="radio"/>	DISABILITY				Not Selected
<input type="radio"/>	CANCER				Not Selected
<input type="radio"/>	FBMC LIFE INS	FBMC LIFE 30K	Employee Only	n/a	Active
<input type="radio"/>	MEDICAL FSA				Not Selected
<input type="radio"/>	DEPENDENT FSA				Not Selected

Please email Sharon White at whitesa@gm.sbac.edu with any problems.
When emailing, please include your employee id or the last 4 digits of your SS#.

[Help](#)

The Dependents screen looks as follows:

Dependent Coverages			
		PLAN 2 \$500 DED	BASIC LIFE ADMN
		Employee Only	Employee Only
Name	Relation	Active	Active
	Reason For Change	<input type="text"/>	<input type="text"/>

You have no dependents at this time. Dependents can be added using the family area.
Please email Sharon White at whitesa@gm.sbac.edu with any problems.
When emailing, please include your employee id or the last 4 digits of your SS#.

[Add New Dependent](#) | [See Insurance Plans](#) | [Help](#)

© 2000-2001 SunGard Bi-Tech Inc.; EO 7.7.2.67 10/28/2009 9:32:55 AM