



## ***Zebra-Pay Service Procedures for Sports Officials***

ZebraWeb.org Support: [support@ZebraWeb.org](mailto:support@ZebraWeb.org)



Thank you for your continued support of *ZebraWeb.org*. Our *Zebra-Pay Service* has been designed to streamline your game/travel fee payments for subscribing conferences/institutions/organizations. We have partnered with Proxus/iSolved to provide our back office payment processing, with secure integration between our platforms.

*Zebra-Pay Service* logon path is <https://proxushr.myisolved.com/> and has separate sign on credentials for your security and ease of access. Your email address is your user name and password as you designate after set up.

After receiving the email from [proxushr@myisolved.com](mailto:proxushr@myisolved.com) please follow the instructions within this presentation to set up your information as follows.

If you require any ***Zebra-Pay*** system related support, please contact us at [support@ZebraWeb.org](mailto:support@ZebraWeb.org).

Thank you.



## Zebra-Pay Service Procedures for Sports Officials

- Set up Bank Account routing/checking account via “Self Service” feature after receiving email with subject: **ProxusHR Employee Self-Service Account Created**
- Edit Profile and personal information
- Logon to Zebra-Pay after initial set up: <https://proxushr.myisolved.com/>
- View Pay History
- Access 1099 at end of year
- Forget Password

ZebraWeb.org Support: [support@ZebraWeb.org](mailto:support@ZebraWeb.org)

## Employee Self Service

Employees will receive a **no-reply** e-mail from [proxushr@myisolved.com](mailto:proxushr@myisolved.com) to activate their account.

Employees will have 72 hours to perform the activation, or the link will expire.

New Self Service User:

Welcome to ProxusHR. Below are your login credentials. Your account must be activated before it can be used. To access your payroll information through ProxusHR, click the activation link below to get started.

<https://proxushr.myisolved.com/AuthenticateUser.aspx?ticket=a118bebc-33ae-4470-b92e-d7750e3c8e39&eid=7898>

In order to activate your account, you will need to provide the following information on the activation form:

Authorization Code/Pin (This will be the last 4 digits of your SSN)

User name: janedoe@mycompany.com  
Client Code: XXXXX

The ProxusHR Team

Click the link to authenticate the user access.

Make note of the following elements, they will be needed for validation for New User Account Setup and Login.

- Authorization Code/Pin
- User name
- Client Code

## Employee Self Service



### Complete the New User Account Setup screen:

**User Name:** Will auto populate

**Client Code:** Will auto populate

**Company Name:** Will auto populate

**Employee Name:** Will auto populate

**Authorization Code/Pin:** Last four digits of SSN

**New Password:** Create using criteria

**Confirm New Password:** Re-enter password

**Challenge Question:** Create your own

**Challenge Answer:** Create your own

**Confirm Answer:** Re-enter answer

#### New User Account Setup

To activate your new account please enter the following information into the fields below and click the Continue button.

**Account Information**

User Name:

Client Code:

Company Name:

Employee Name:

**Identity Confirmation**

Authorization Code/Pin:

This information is located in the activation email sent to you.

**Setup Account Password**

New Password:

Choose a password for your new account. Please ensure that passwords are a minimum of 8 alphanumeric (at least one each of alpha [a-z] and numeric [0-9]) characters in length and contain at least 1 special characters [!@#\$/%^&\*(){}].

Confirm New Password:

Re-enter your password to ensure it is correct.

Challenge Question:

Enter a question only you would know the answer to. You will be prompted to answer this question if you need to reset your password.

Challenge Answer:

Specify the answer to the challenge question you created above.

Confirm Answer:

Re-enter the answer from above to ensure it is correct.

## Direct Deposit

Zebra-Pay Self Service -> Direct Deposit Updates



Zebra-Pay Self Service Client: ZW0100 - ZebraWeb.org, Inc. Company: American Athletic Conference

**Zebra - Web** Pay Group: Payroll  
Employee#: 1 Status: Active Hire Date: 7/31/2015

**Direct Deposit Updates**

Status	Account Type	Sequence
--------	--------------	----------

+ Add New Edit Delete Refresh Save Cancel

**Direct Deposit**

\* Status: Active  
\* Account Type: Checking  
\* Sequence: Remaining Net  
Amount: \_\_\_\_\_  
Percent: \_\_\_\_\_  
\* Routing Number: \_\_\_\_\_  
\* Account Number: \_\_\_\_\_  
Description: \_\_\_\_\_

### Adding Direct Deposit

1. Click, '+ Add New'
2. Select 'Active' from **Status** dropdown
3. Select applicable **Account Type** from dropdown
4. Select 'Remaining Net' from **Sequence** dropdown  
– Do Not Select a Sequence Number
5. Enter 9 digit **Routing Number**
6. Enter **Account Number**
7. Click, 'Save'

NAME ADDRESS CITY, STATE ZIP 0123  
01-23456789

DATE \_\_\_\_\_

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

BANK NAME ADDRESS CITY, STATE ZIP

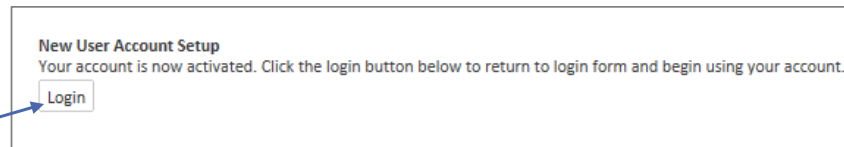
FOR \_\_\_\_\_

⑆0123456789⑆ 01234567890123⑆ 0123

Routing Number Account Number

## Employee Self Service

Confirmation of activation screen will appear if authentication is successful. Click the Login button.



Login screen will appear. Enter user access elements and click Login button.

**User name** = Employee email address

**Password** = Employee defined

**Client Code** = Leave blank



The login screen can also be accessed by using the following link:

- **Access via the url:** <https://proxushr.myisolved.com/>
- Add to your Favorites for easy access anytime.

## Employee Self Service

User name = Employee e-mail address

To reset the password, click on Forgot your password?

Enter the User name and click Next.

Answer the user unique security question, create a new password and click Next.

The image shows a three-step process for password reset on the iSolved Human Capital Management portal. Step 1: The login page with fields for User name, Password, and Client Code. A blue arrow points to the "forgot your password?" link. Step 2: The "User Account Password Reset" screen where the user enters their User name and clicks "Next". A blue arrow points to the "Next" button. Step 3: The "User Account Password Reset" screen where the user answers a security question ("Best payroll provider?"), enters a New Password, and a Confirm Password. A blue arrow points to the "Next" button. A password policy note is visible: "Please ensure that passwords are a minimum of 8 alphanumeric (at least one each of alpha [a-z] and numeric [0-9]) characters in length and contain at least 1 special character [!@#% ^&\*()]. Passwords may also not duplicate any of your previous 10 passwords."



## **Employee Self Service Security**

Each time a user logs into iSolved they enter their user name and password on the login screen. iSolved records the location or IP address of that login event. Each subsequent time they login from that location, the user will only need to add user ID and password to access iSolved. However, if they access iSolved from home or another office, the system will recognize a change in the IP address and will require the user to authenticate again using a “second factor.” Specifically, an authorization code will be sent to the user’s email account on file within iSolved. The user must retrieve the authorization code from their email account and enter it on the screen before they can gain access. The new IP address is now stored for future access from this location. Only IP addresses actively used in the last 30 days will be saved and considered valid.

### **Direct Deposit Information**

Every time an employee’s direct deposit account or routing number is updated, added or deleted an email will be sent to the employee’s email accounts (work and personal) stored in iSolved letting them know their direct deposits have been updated.

### **Email Account Changes**

Each time an email account is changed, an email will be sent to the previous email address alerting them of the change. This alert will inform the employee of changes to their email address which is now critical to both changes described above.

# Employee Messages

Zebra-Pay Self Service -> Employee Messages



- Zebra-Pay Self Service
- Employee Messages
- Employee Profile
- Pay History
- W-2/1099 History
- Direct Deposit Updates
- Name/Address Updates

Client: **ZW0100 - ZebraWeb.org, Inc.** Company: **American Athletic Conference**

<b>Zebra - Web</b>	Pay Group: Payroll	1099: ####.##	Division:
Employee#: 1 Status: Active Hire Date: 7/31/2015		Work Location: PROVIDENCE, RI	Department:

## Schedules

Schedules

### August Game Schedule



ZebraWeb Sample Schedule (DOCX)

[View here](#)

# Employee Profile

Zebra-Pay Self Service -> Employee Profile



Zebra - Pay Self Service Client: ZW0100 - ZebraWeb.org, Inc. Company: American Athletic Conference

**Zebra - Web** Pay Group: Payroll 1099: #####  
Employee#: 1 Status: Active Hire Date: 7/31/2015 Work Location: PROVIDENCE, RI

### Employee Profile

EMPLOYEE NAME & ADDRESS	JOB INFORMATION	EEO & VETERAN INFORMATION
Name: Zebra - Web Address: 64 E Uwchian Avenue Suite 212 City: EXTON State: Pennsylvania Zip Code: 19341	Effective Date: Job Code: Job Title: Job Group: FLSA Exempt: Seasonal Job: Union Job: EEO Category: Workers Comp: Manager: Supervisor:	Gender: Ethnic Origin: Disability: Disabled Veteran: No Vietnam Veteran: No Other Protected Vet: No Service Medal Vet: No Separation Date:
EMPLOYMENT INFORMATION	PERSONAL INFORMATION	ORGANIZATION FIELDS
Legal Company: American Athletic Conference Employee #: 1 Status: Active Hire Date: 7/31/2015 Adjusted Service Date:	SSN: 26-21014 Birth Date: Marital Status: Work Email: ock401@gmail.com Personal Email: Office Phone: Mobile Phone:	Division: Department:
TAX INFORMATION		
Fed Filing Status: State Filing Status: Fed Exemptions: State Exemptions: Work Location: PROVIDENCE, RI Res Location: PA0296030 School District:		

**NOTE: IGNORE** Status of ACTIVE or INACTIVE under Employment Information... It has nothing to do with you being active in the system or not...

## Direct Deposit

Zebra-Pay Self Service -> Direct Deposit Updates



Zebra-Pay Self Service

Client: ZW0100 - ZebraWeb.org, Inc. Company: American Athletic Conference

**Zebra - Web** Pay Group: Payroll  
Employee#: 1 Status: Active Hire Date: 7/31/2015

**Direct Deposit Updates**

Status	Account Type	Sequence
--------	--------------	----------

+ Add New Edit Delete Refresh Save Cancel

**Direct Deposit**

\* Status: Active

\* Account Type: Checking

\* Sequence: Remaining Net

Amount:

Percent:

\* Routing Number:

\* Account Number:

Description:

### Adding Direct Deposit

1. Click, '+ Add New'
2. Select 'Active' from **Status** dropdown
3. Select applicable **Account Type** from dropdown
4. Select 'Remaining Net' from **Sequence** dropdown  
– Do Not Select a Sequence Number
5. Enter 9 digit **Routing Number**
6. Enter **Account Number**
7. Click, 'Save'

NAME ADDRESS CITY, STATE ZIP 0123  
01-23456789

DATE \_\_\_\_\_

PAY TO THE ORDER OF \_\_\_\_\_ \$

\_\_\_\_\_ DOLLARS

BANK NAME ADDRESS CITY, STATE ZIP

FOR \_\_\_\_\_

**⑆0123456789⑆ 01234567890123⑆ 0123**

Routing Number Account Number

## Name / Address Updates

Zebra-Pay Self Service -> Name / Address Updates



Zebra-Pay Self Service

Client: ZW0100 - ZebraWeb.org, Inc. Company: American Athletic Conference

**Zebra - Web** Pay Group: Payroll  
Employee#: 1 Status: Active Hire Date: 7/31/2015

### Name/Address Updates

Save Cancel

#### Employee Name

\* First Name: Zebra -  
Middle Name:  
\* Last Name: Web  
Prefix:  
Suffix:

#### Employee Address

A change of address may cause a change in taxes.

Address: 64 E Uwchian Avenue  
Suite 212  
\* Zip Code: 19341  
Hit Enter Key in zip code field to retrieve city list.  
City: EXTON  
State: Pennsylvania  
Marital Status:

## Name & Address Changes

1. Enter change in applicable field
2. Click, 'Save'

# Pay History

Zebra-Pay Self Service -> Pay History



**Zebra-Pay Self Service**

- Employee Messages
- Employee Profile
- Pay History
- W-2/1099 History
- Direct Deposit Updates
- Name/Address Updates

Employee 1 of 1

**Zebra - Web**

Employee#: 1 Status: Active Hire Date: 7/31/2015

Pay Group: Weekly

**Pay History**

Year: 2015

Check Date	Gross Pay	Total Hours	Net Pay
9/11/2015	0.00	0.00	33.00

Click, 'View/Print Pay Stub'

**View/Print Pay Stub**

Check Type:	Regular Check	Gross Pay:	0.00	<p><b>Zebra - Web</b> 64 E. Uwchian Avenue Suite 212 EXTON, PA 19341</p>
Check Date:	9/11/2015	Gross Wage:	0.00	
Period End:	9/6/2015	Net Pay:	33.00	
Period Begin:	8/31/2015	Check Amt:	0.00	
Payroll Run #:	1	Voucher #:	V023678	

Earnings & Memos*					Deductions
	Curr Hours	Curr Dollars	YTD Hours	YTD Dollars	
Zebra-Pay Fee	0.00	33.00	0.00	33.00	

Current Period Leave Accruals:			Direct Deposit
Hours Accrued	Hours Taken	Available Balance	
			Checking

ZEBRA-PAY

# Pay History (continued)

Zebra-Pay Self Service -> Pay History

Statement of Earnings For:									
Employee #:	Division:	Period Start:	Period End:	Check Date:	Sun Belt Conference				
4124	Division	8/1/2015	8/15/2015	8/11/2015	1500 Sugar Road Drive New Orleans, LA 70112 504-556-0815				
Check Number:	Check Amount:	Gross Pay:	Net Pay:	Check Message:					
5001	\$1,120.40	\$0.00	\$1,120.40						
EARNINGS									
Description	Rate	Hours	Dollars	YTD Hours	YTD Dollars	Description	Current	YTD	Description
Game Fee	8.00	80.00	640.00	8.00	640.00				
Travel Fee	8.00	10.00	80.00	0.00	80.00				
Per Diem	8.00	150.00	1,200.00	0.00	1,200.00				
<b>Total:</b>	<b>0.00</b>	<b>1,120.40</b>	<b>0.00</b>	<b>1,120.40</b>	<b>Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>Total:</b>	<b>0.00</b>
CURRENT PERIOD LEAVE ACCRUAL									
DISTRIBUTION OF NET PAY									

Page 1



44304

CHECK DATE	CHECK NUMBER
8/11/2015	5001
CHECK AMOUNT	
*****\$1,120.40	

NOT NEGOTIABLE

## Employee Pay Details

Sun Belt Conference

For Pay Period: 8/1/2015 - 8/15/2015

Pay Date: 8/11/2015

Page 2

### 1099 Income

Earning	Rate	Hours	Dollars	Game ID	Home Team	Date
Game Fee			220.00	833570	Campbell	8/20/2015
Game Fee			220.00	811069	Texas ASM CC	8/20/2015
Game Fee			220.00	833570	UT-Arlington	8/20/2015
Game Fee			220.00	833570	UT-Arlington	8/20/2015
Travel Fee			45.00	833570	UT-Arlington	8/20/2015
Travel Fee			45.00	811069	Texas ASM CC	8/20/2015
Per Diem			70.00	833570	UT-Arlington	8/20/2015
Per Diem			60.00	811069	Texas ASM CC	8/20/2015
			<b>1,120.40</b>			