

MY EMPLOYEE WINDOW

QUICK REFERENCE GUIDE – EMPLOYEE

Welcome to www.myemployeewindow.com. The purpose of this document is to provide a quick reference guide for both registering and using the site.

ICONS



View icon: Click this icon to view the record or item.



Edit icon: Click this icon to make changes to data.



Delete icon: Click this icon to delete data from the database.

INITIAL REGISTRATION

To use the features of www.myemployeewindow.com you must first register online. Open your browser and go to www.myemployeewindow.com. Click on Register.

Username

Password

Login

[Register](#)

[Forgot Username or Password](#)

Next you will be asked to submit some basic information (see below). Please complete and then press 'Verify Details'.

Registration

First Name

Last Name

Last 4-digits of SSN

Date of Birth 

Next

On the registration page, please enter your email address. Click the **Sync Email address to payroll** box if you would like the payroll system to be updated with your username email address. NOTE: This email address will be used to email your new password in the event you request a password reset. Periodically you may be required to change your password.

Please enter an email address for your username

Username

Retype Username

Update your Personal Information in Payroll with this email address?

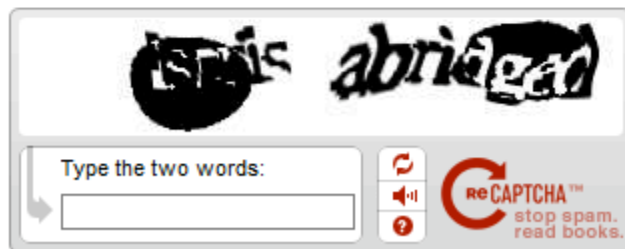
Password must be between 6 to 15 characters in length, and must include at least one upper case letter, one lower case letter, one numeric digit and one special character

Password

Retype Password

I agree to the Qquest Software Systems, Inc. [Terms of Use and Privacy Policy](#)

I would like to view my [W2 online](#)



Save

In this example the two security words are 'astutely Russia', however you will be presented with two different words. Once you hit 'Save' you will be registered for the site. Please keep your username (email) and password in a safe secure location.

REGISTRATION SUCCESSFUL

Once you have pressed the 'Save' button, you will be shown the following screen. Now all you need to do is enter in your email address and your password to use the system.

Username

Password

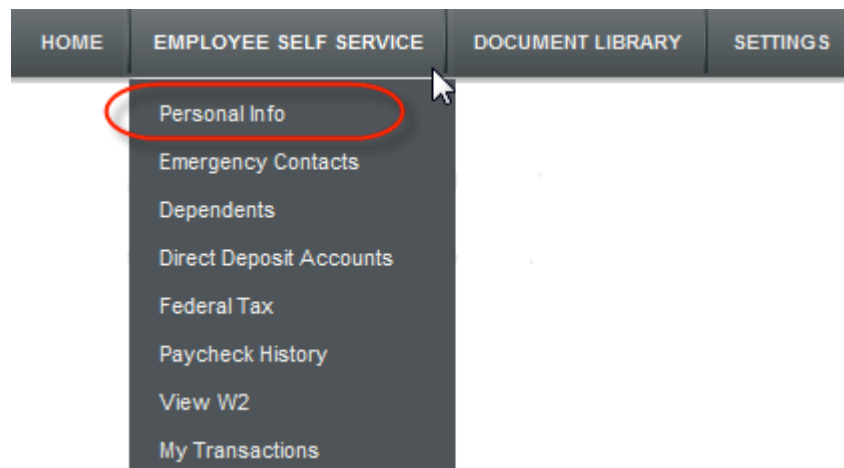
Login

[Register](#)

[Forgot Username or Password](#)

EMPLOYEE SELF SERVICE

Once logged into www.myemployeewindow.com many EMPLOYEE SELF SERVICE features become available. You now have the authority to view and or change many different pieces of information. To make changes to personal information, click on the EMPLOYEE SELF SERVICE tab, and then click on the 'Personal Info' tab. Then find and press the EDIT button and make any necessary changes.





Some changes requested will need to be approved by the HR Department. If the change needs to be approved by the HR Department, the following message will appear at the top of the screen.

Your request has been successfully placed in the queue for HR Manager's approval

If you would like to review your pending approvals, go back to the changed item and scroll down to the bottom of the page. There will be found the pending approvals. Click the magnifying glass icon on the right to view the requested changes.

Pending Approvals

Request Date	Request Type	View Details
6/21/2010 8:49:15 AM	Update	
6/21/2010 8:49:50 AM	Update	

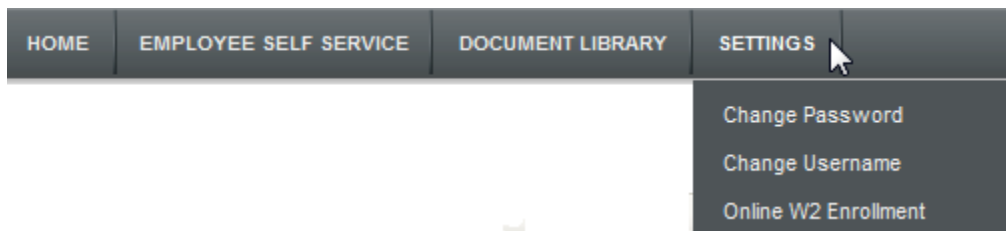
DOCUMENT LIBRARY

To view the items that have been placed in the DOCUMENT LIBRARY, click on DOCUMENT LIBRARY. The documents are loaded by the HR department.



SETTINGS

Use the SETTINGS tab to both change your password and to authorize the viewing of your W2 online.



LOGOUT

To protect your privacy you will always need to logout when you have completed your use of MY EMPLOYEE WINDOW. You will find the [Logout](#) button in the top right hand corner of your screen.