

My Hidden Paycheck

Tutorial & FAQ's

To Access My Hidden Paycheck:

- With your **Administrative username** and **password** log into your HR Support Center
- Click on **My Hidden Paycheck** to create custom tailored compensation statement




The screenshot shows a web interface with a dark blue header containing a "Log Out" link. Below the header is a white content area with a blue grid background on the right. A list of features is displayed, with a red arrow pointing to the "My Hidden Paycheck" item.

- **My Content Manager**
My Content Manager offers you the ability to customize your site to incorporate your company's specific content. Options are available to add or modify Employee Benefits, Human Resource documents or Workers' Compensation policies and forms.
- **My Content Summary**
My Content Summary allows you to view in real-time the customized company site that you have populated through My Content Manager.
- **My Hidden Paycheck**
My Hidden Paycheck enables you to create custom tailored total compensation statements. Quickly and efficiently communicate benefit and salary information to each employee. Get ready for an eye-opening experience.
- **My COBRA Solution**
My COBRA Solution facilitates the option of participating in automated, web-based or standard COBRA Administration. Relieve the burden and responsibility of cumbersome COBRA documentation.

POWERED BY 


© 2002-2008 VIRTUAL MANAGEMENT SYSTEMS. All Rights Reserved. [TERMS OF USE](#) | [PRIVACY POLICY](#)


To populate your company default template:

 Click on **Step One**

My Content Manager | My Content Summary Log Out

[Home](#) > My Hidden Paycheck


My Hidden Paycheck™



Step One - Setup Hidden Paycheck Defaults

Populate standard template categories with default information unique to your company's compensation. Utilize our interactive interface to modify existing categories and create your own custom template. Once complete be sure to click "Save Default Template" before closing and proceeding to Step Two.

Step Two - Create A Hidden Paycheck For An Employee


Create a custom tailored total compensation statement for each employee. Access your previously set default template; populate remaining categories with employee specific information and data. Once information is entered, click "Create Hidden Paycheck PDF" to generate PDF. Save file to location of choice, print and include with an employee paycheck.

Frequently Asked Questions

Included are commonly asked questions and examples of how My Hidden Paycheck may be customized to meet your company's needs.

Please Note: Upon creating a Hidden Paycheck, it CANNOT be stored or saved within our database. This was designed to provide protection of your employee's personal information. The generated PDF may be saved locally on your company computer.

[Return](#)

POWERED BY 

© 2002-2008 VIRTUAL MANAGEMENT SYSTEMS. All Rights Reserved. [TERMS OF USE](#) | [PRIVACY POLICY](#)

Step One Setup Hidden Paycheck Defaults

FAQs

**My Hidden Paycheck Statement As of
January 1, 2009**

Ace Printing Company

Populate ALL gray areas with your own text or use standard template language

MY HIDDEN PAYCHECK

This statement is based on your pay and benefit plan participation as of
January 1, 2009

Compensation Category	Company Contribution	
Salary <u>Delete</u>		
Base Pay	\$ 0.00	<u>Delete</u>
Bonus	\$ 0.00	<u>Delete</u>
<u>Add</u>	Total Salary	\$ 0.00
Benefits <u>Delete</u>		
Medical Insurance	\$ 3,348.00	<u>Delete</u>
Dental Insurance	\$ 480.00	<u>Delete</u>
Life & AD&D Insurance	\$ 120.00	<u>Delete</u>
Short Term	\$ 0.00	<u>Delete</u>
Long Term	\$ 0.00	<u>Delete</u>
401(k) Plan	\$ 0.00	<u>Delete</u>
<u>Add</u>	Total Benefits	\$ 3,948.00
Government <u>Delete</u>		
State Unemployment	\$ 0.00	<u>Delete</u>
Federal Unemployment	\$ 0.00	<u>Delete</u>
<u>Add</u>	Total Government	\$ 0.00
Additional <u>Delete</u>		
Vacation	\$ 0.00	<u>Delete</u>
Sick/Personal Days	\$ 0.00	<u>Delete</u>
<u>Add</u>	Total Additional	\$ 0.00
<u>Add Category</u>	Total Compensation	\$ 3,948.00

Highlight text to modify

Enter company contributions that are the same for each employee

Entire category and/or sub-categories may be deleted

Add categories and sub-categories

Include additional information that does not require calculation

Employee Name

Address

City, State Zip

Dear _____

The accompanying total compensation statement highlights the benefits provided by Ace Printing Company. Your benefit package represents a significant addition to your cash compensation. Ace Printing Company strives to offer the highest quality benefits package, thus establishing security and peace of mind for you and your family. If you have any questions or would like additional information on the benefits listed, please contact Susie Smith in Human Resources. We value and appreciate your commitment and contribution to Ace Printing Company.

Sincerely, _____

John Williams

Compensation currently not apart of calculation: Continuing Education, Identity Fraud and Employee Assistance Program

Total Compensation Assessment: The 3D Pie chart is designed to exemplify the components of your total compensation package.

Restore Template to Original Settings

Save Default Template


Return

Click here to return template to original defaults settings

Click here to **save** your company template


Once default template is saved you are ready to Return and proceed to Step 2

To create a Hidden Paycheck for an Employee:

 Click on **Step Two**

My Content Manager | My Content Summary Log Out


[Home](#) > My Hidden Paycheck



My Hidden Paycheck™

Step One - Setup Hidden Paycheck Defaults

Populate standard template categories with default information unique to your company's compensation. Utilize our interactive interface to modify existing categories and create your own custom template. Once complete be sure to click "Save Default Template" before closing and proceeding to Step Two.

 **Step Two - Create A Hidden Paycheck For An Employee**


Create a custom tailored total compensation statement for each employee. Access your previously set default template; populate remaining categories with employee specific information and data. Once information is entered, click "Create Hidden Paycheck PDF" to generate PDF. Save file to location of choice, print and include with an employee paycheck.

Frequently Asked Questions

Included are commonly asked questions and examples of how My Hidden Paycheck may be customized to meet your company's needs.

Please Note: Upon creating a Hidden Paycheck, it CANNOT be stored or saved within our database. This was designed to provide protection of your employee's personal information. The generated PDF may be saved locally on your company computer.

[Return](#)

POWERED BY 

© 2002-2008 VIRTUAL MANAGEMENT SYSTEMS. All Rights Reserved. [TERMS OF USE](#) | [PRIVACY POLICY](#)

Step Two Create A Hidden Paycheck For An Employee

FAQs

**My Hidden Paycheck Statement As of
January 1, 2009**

MY HIDDEN PAYCHECK

This statement is based on your pay and benefit plan participation
January 1, 2009

Compensation Category	Company Contribution	Delete
Salary		
Base Pay	\$ 38,500.00	Delete
Bonus	\$ 3,750.00	Delete
Add	Total Salary	\$ 42,250.00
Health		
Medical Insurance	\$ 3,348.00	Delete
Dental Insurance	\$ 480.00	Delete
Life & AD&D Insurance	\$ 120.00	Delete
Short Term Disability Insurance	\$ 48.00	Delete
Long Term Disability Insurance	\$ 108.00	Delete
401(k) Plan Contribution	\$ 1,155.00	Delete
Add	Total Health	\$ 5,259.00
Government		
State Unemployment Tax	\$ 476.00	Delete
Federal Unemployment Tax	\$ 56.00	Delete
Add	Total Government	\$ 532.00
Additional		
Vacation	\$ 1,480.00	Delete
Sick/Personal Days	\$ 740.00	Delete
Add	Total Additional	\$ 2,220.00
Add Category	Total Compensation	\$ 50,261.00

All categories and sub-categories may be modified to reflect individual employee compensation

If a benefit does not apply to this employee, click Delete

Ace Printing Company

Katie Brown
123 Main Street
Bend OR 97701

Dear Katie,

The accompanying total compensation statement highlights the benefits provided by Ace Printing Company. Your benefit package represents a significant addition to your cash compensation. Ace Printing Company strives to offer the highest quality benefits package, thus establishing security and peace of mind for you and your family. If you have any questions or would like additional information on the benefits listed, please contact Susie Smith in Human Resources. We value and appreciate your commitment and contribution to Ace Printing Company.

Sincerely,

John Williams

Other compensation not calculated: Continuing Education, Identity Theft and Employee Assistance Program

Value of your Total Compensation: This chart illustrates the components of your total compensation package, as follows:

	Salary (84.06%)
	Health (10.46%)
	Government (1.06%)
	Additional (4.42%)

Restore Template to Default Settings

Click here to restore template to your company default settings

Update Chart

Click here to view or refresh chart

Create Hidden Paycheck PDF

Once employee template is complete create PDF for distribution to employee

Return

Click here to return to My Hidden Paycheck Summary

**My Hidden Paycheck Statement As of
January 1, 2009**

Ace Printing Company

MY HIDDEN PAYCHECK

This statement is based on your pay and benefit plan participation as of
January 1, 2009

Compensation Category	Company Contribution	
Salary		
Base Pay	\$	38,500.00
Bonus	\$	3,750.00
Total Salary	\$	42,250.00
Health		
Medical Insurance	\$	3,348.00
Dental Insurance	\$	480.00
Life & AD&D Insurance	\$	120.00
Short Term Disability Insurance	\$	48.00
Long Term Disability Insurance	\$	108.00
401(k) Plan Contribution	\$	1,155.00
Total Health	\$	5,259.00
Government		
State Unemployment Tax	\$	476.00
Federal Unemployment Tax	\$	56.00
Total Government	\$	532.00
Additional		
Vacation	\$	1,480.00
Sick/Personal Days	\$	740.00
Total Additional	\$	2,220.00
Total Compensation	\$	50,261.00

Katie Brown
123 Main Street
Bend OR 97701

Dear Katie,

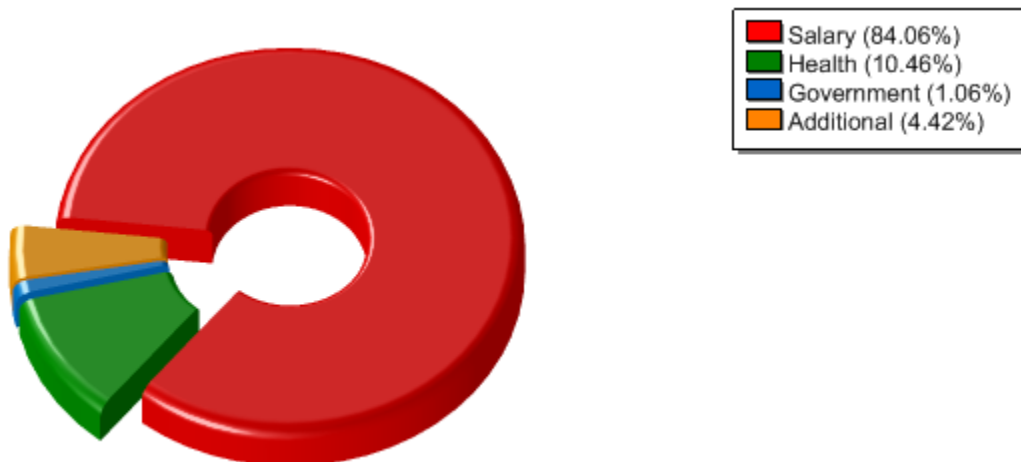
The accompanying total compensation statement highlights the benefits provided by Ace Printing Company. Your benefit package represents a significant addition to your cash compensation. Ace Printing Company strives to offer the highest quality benefits package, thus establishing security and peace of mind for you and your family. If you have any questions or would like additional information on the benefits listed, please contact Susie Smith in Human Resources. We value and appreciate your commitment and contribution to Ace Printing Company.

Sincerely,

John Williams

Other compensation not calculated: Continuing Education, Identity Theft and Employee Assistance Program

Value of your Total Compensation: This chart illustrates the components of your total compensation package, as follows:



Questions & Answers

Q: What information on the default template can be modified?

A: All information in gray may be modified. Put your cursor on the gray field you would like to modify and then make your change. After all changes have been made, select “Save Default Template” at the bottom of the page.

Q: When the template is full how do I add categories to display more information?

A: Each category and subcategory may be deleted. This allows you to take out information that is not applicable to your company compensation package. Select “Add” to insert new categories/subcategories.

Q: What if my compensation package is still larger than the room available?

A: On the bottom left of the template is a field that says “Other Compensation not calculated”. You may enter the other compensation categories here. This field may be cleared and you may enter any other applicable wording.

Q: How do I reset the template back to the original settings the program came with?

A: Click “Restore Template to Original Settings” at the bottom left of the default template to return the template back to its original settings. This will delete all information that you have saved on the default template and allow you to start over.

Q: Will the default template allow dollar amounts to be saved?

A: Yes, you may use the compensation category on the default page to enter dollar amounts that are the same for each employee. This will save you time for the next step when making each employee’s personal Hidden Paycheck.

Q: Can multiple default templates be saved?

A: No, only one default template may be saved. Set your default as close as possible to the information the majority of your employees receive. You have the ability to modify all information on each employee’s Hidden Paycheck to make adjustment for specific employee situations.

Q: How do I save an individual employee personal Hidden Paycheck?

A: Enter the information on the employee template. Click “Create Hidden Paycheck PDF” at the bottom of the screen. The template will be converted to a PDF. From the File Menu choose “Save a Copy”. Create a file on your computer to house your entire company’s Hidden Paychecks. Then save each Hidden Paycheck in the file on your computer. It is recommended that the file be secure as you are saving employee personal information to your computer.

Q: How do I review the chart that illustrates the percentage of the compensation?

A: At any point while using the individual employee Hidden Paycheck template you may choose “Show Chart” at the bottom of the screen. This populates the chart that illustrates a breakdown of all compensation entered.

Q: Is the information on the individual employee template able to be modified?

A: Yes, you may update and make changes for each employee Hidden Paycheck template. This allows you to take off certain benefits per employee depending on the specific compensation or benefits that they receive.

If you have any further questions, please contact info@safeguardfinancial.com