



I N T E G R A T E D B U S I N E S S S E R V I C E S

Employee Login Instructions

Active employees have the ability to directly access their pay information utilizing the web. This enables employees, in confidence, to access their personal information for all the years with Innovative Employer Solutions.

- Employee Overview – name, address, and other employee data
- Benefit Summary – insurance plans with deduction details
- Paid Time Off – details of usage and remaining balances
- 401 K Summary – both deferrals and company matches
- Direct Deposits – account numbers and amounts deposited
- Check stubs – includes the ability to reprint check stubs
- W-2's – the ability to reprint W-2's

Employees may access only their own information and they may not change any of the information they are able to view.

Click on the link below or paste the link to a web browser:

<http://www.innovativeemployer.com>

Click on the Employee Portal and then click on the Employee Access tab.

Enter the following information at the Employee Login:

- User Name: the employee's [social security number](#) (include dash's)
- Password: the employee's [last four digits of their social security number—employee's birth year \(four digits\)](#). Include a dash before the birth year.

For example, an employee with a social security number of [180-50-1234](#) who was born in [1975](#) would enter the following.

- User Name: [180-50-1234](#)
- Password: [1234-1975](#)

Once logged in, click on the "Inquires" tab in the upper left corner of the screen. Three more tabs will appear to choose from: Employee Overview, Check Stub, and W-2 Reprints

Not working?

- If the site doesn't load, verify that [https](#) was entered at the beginning of the web address and not http. http is the default for the web browser but adding an s at the end of http indicates a secured site and is required.
- If the screens and/or reports do not appear when attempting to access employee information, try removing the popup blocker.

If you have any questions, call Colleen at [727-323-7979](tel:727-323-7979) or colleen@innovativeemployer.com