



INTEGRATED
PAYROLL
SERVICES

iPS 360° Workforce Technology Employee Guide

Logging In

You will be using a web browser to access the system. All mainstream browsers are supported (Internet Explorer, Firefox, Safari and Google Chrome)

<https://secure.ipsonline.net/ta/beltserv.login>

- **Company Name:** BELTSERV
 - **Username:** First Initial and Last Name
 - **Password:** Social Security Number—for your first login; you will be prompted to set a new password
- Type in your user name/password
- You will be prompted to change - see password stipulations below

9:55am
(Central)

IPS INTEGRATED PAYROLL SERVICES

POWERED BY IPS

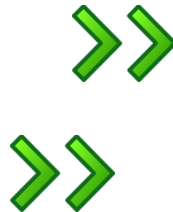
Username

☐ Remember Username

Password

LOGIN

Problems Logging In?



The New Password must be at least 8 characters long and contain at least one of each of the following character types:

- Upper Case Letter
- Lower Case Letter
- Number
- Symbol

- Click **CHANGE**
- Every computer used to log in, needs to be authenticated
- Select or Enter your contact phone(with dashes)/email addresses, Click **SAVE**

Configure Virtual Code Settings

Please verify that your contact information below is correct. If it is incorrect, enter in a valid Mobile, Phone and/or Email in order to receive a token code for future login.

At least one of the three methods below is required. As a best practice, enter in as many of these three as possible.

For the purposes of providing increased security the phone number entered will be shared with a third party to transmit a multi-factor authentication token.



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- The next time you log in, you will need to validate the computer
 - Choose the method and click Send
 - You will receive a text/call/email – type in the code
 - Check the ‘remember me’ box
 - Click

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.

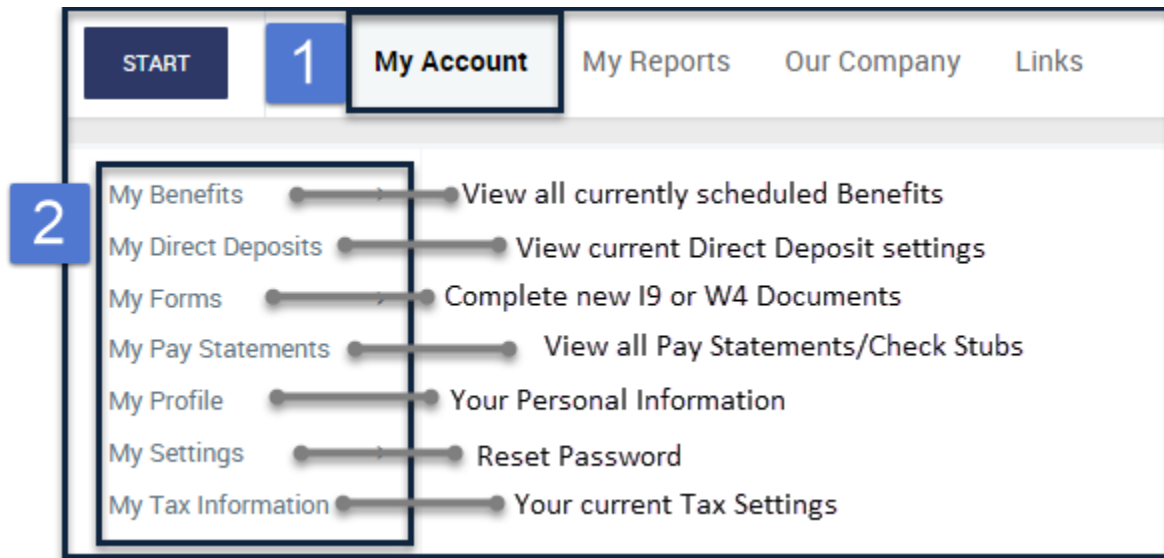
Methods: ☒ Text Message ☐ Voice ☐ Email

Text message will be sent to: *****3333

☒ By checking this box, the system will not require the entry of a code from this browser and computer with each login. If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.

View Personal Information

All of your personal information is listed under the My Account menu.



View/Print Pay Statements


Pay Statements/Check Stubs can be viewed and printed from the software.

➤ My Account > My Pay Statements

The screenshot shows the 'My Pay Statements' page. A callout box with an arrow points to a printer icon in the first row of the table, with the text 'Click the icon to view the Pay Statement'.

#	PAY DATE	PAY PERIOD START	PAY PERIOD END	GROSS	CHECK	DIRECT DEPOSIT
3121	Regular	09/18/2015	09/07/2015	09/13/2015	\$2,307.69	\$1,678.81
Totals				\$2,307.69	\$1,678.81	

➤ To **PRINT** the pay statement

- After clicking  to view the Pay Statement Preview
 - Click **DOWNLOAD PDF** in bottom left corner of your preview window
- Click **File > Print**
 - Choose Fit to Page option when printing

Mobile Application

- The mobile app can be downloaded to any iPhone or Android smart phone
 - Search for **TotalHRWorks**



TotalHRWorks

Login

Company **Listed in the Address Line of your company's IPS website

Username **Same as when logging into your company's IPS website

Password **Same as when logging into your company's IPS website

Login

- **Company Name:** BELTSERV
- **Username:** First Initial and Last Name
- **Password:** Social Security Number—for your first login; you will be prompted to set a new password



- Employee can view their Pay Statements
 - Password is required to view pay statements



- Logs the employee out of the app