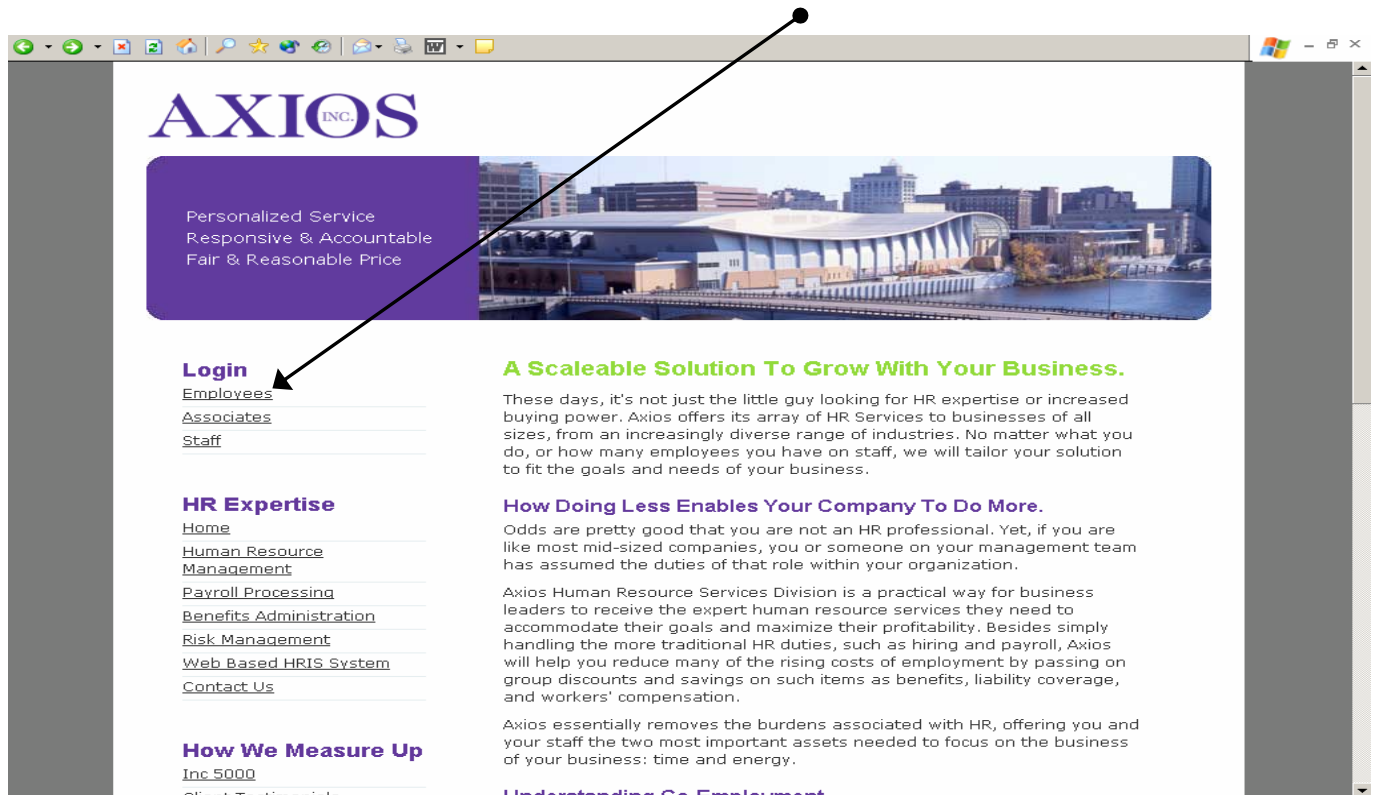
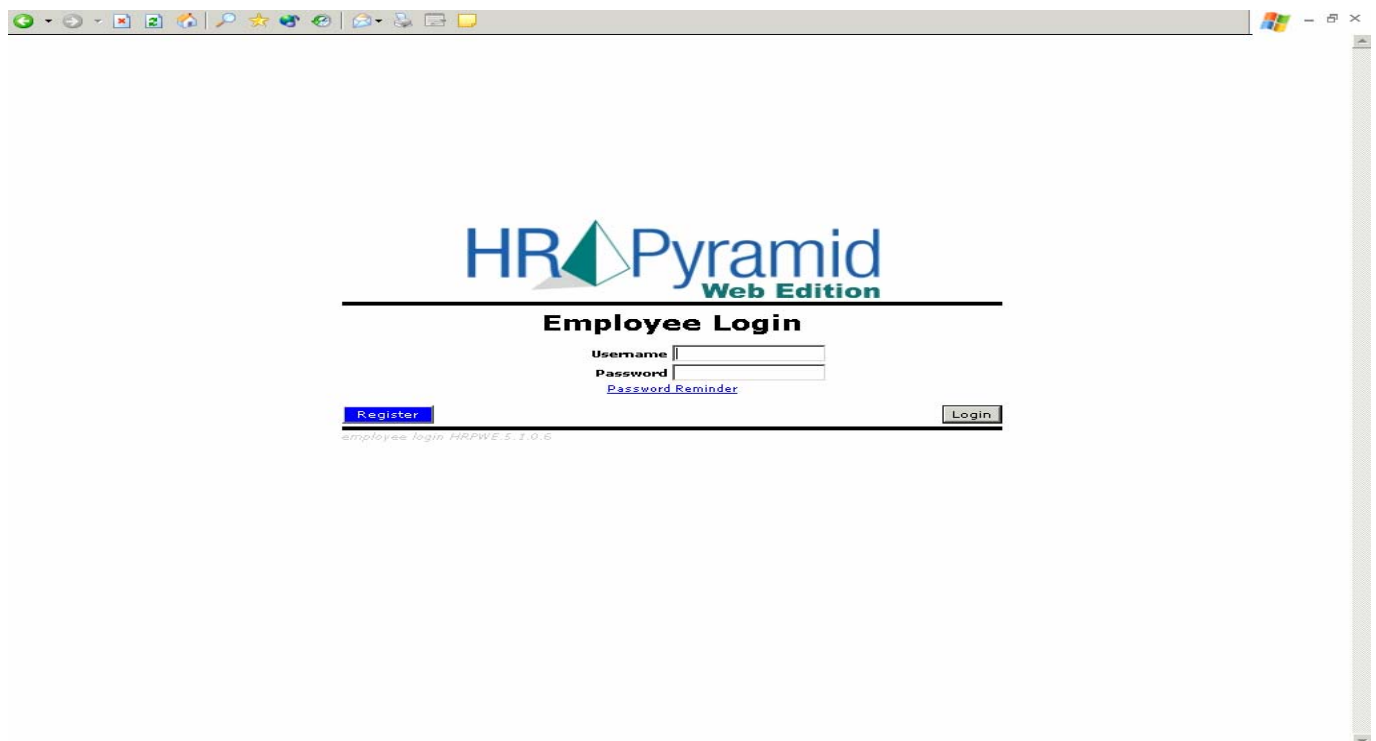


Axios Employee Website Usage Instructions

You have two options to access the Axios Internet. The first option will use your social security number and year of birth as your username and password. If you would like to use this option go to the following web address and follow the instructions. This site can be access through the Axios homepage, <http://www.axiosincorporated.com>, and click on the “employee login” link.



This link will take you to: <https://www.axiosincorporated.com:8443/hrp/EmployeeLogin>



Option 1:

Your **Username** for this screen is your *Social Security Number with the dashes*. Your password is the last four digits of your Social Security Number-your birth year, for example:

User Name 123-45-6789
Password 6789-1960

Option 2:

The second option will allow you to create your own personal user ID information.

NOTE: Axios must have your current email address on file for you to register in this way.

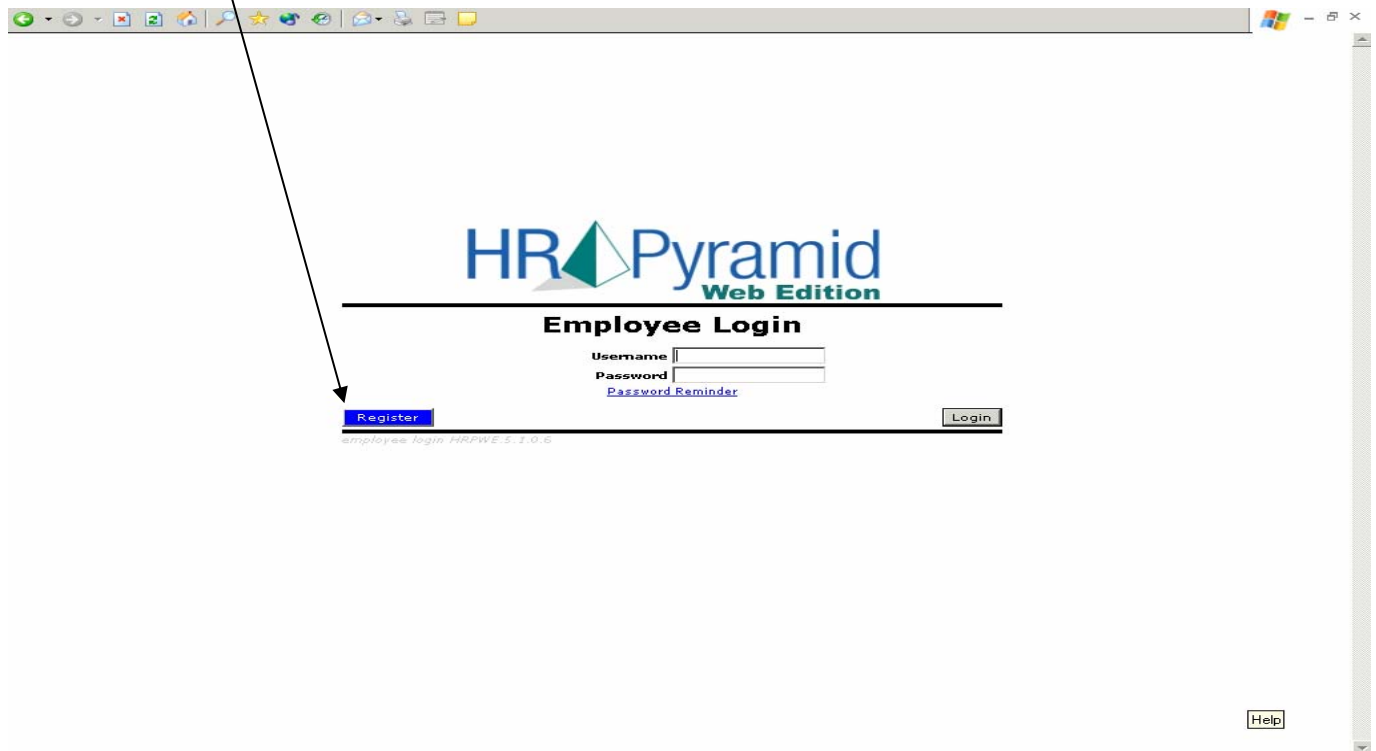
STEP 1: If you do not have a current e-mail address on file in our system, please add one using the following steps:

- Login into the HR Pyramid website using Option 1
- Click on the “Inquiries” tab
- Click on the “Personal Information” tab
- Enter your e-mail address and then
- Click the save button at the bottom of the page.

If you have any problems entering in your e-mail address please contact your Axios HR Generalist who can assist you with this.

STEP 2: Once your e-mail address is in our system go to the following web address and follow the instructions: <https://www.axiosincorporated.com:8443/hrp/EmployeeLogin>

The following login screen will come up. Fill in your current User Name and Password and click on **Register**



The following registration screen will come up. Follow the registration instructions below.

HR Pyramid
Web Edition

Registration

Last Name

Birth Date Month Day Year

Soc-Sec-Num (last 4 digits)

Email

Confirm Email

Create User Id

employee registration entry: HRPWE.5.1.0.6

Instructions:

- Fill in each line with the required information

Note: The birth date should appear in this format: MM-DD-YYYY
(Example: March 7, 1975 = 03-07-1975)

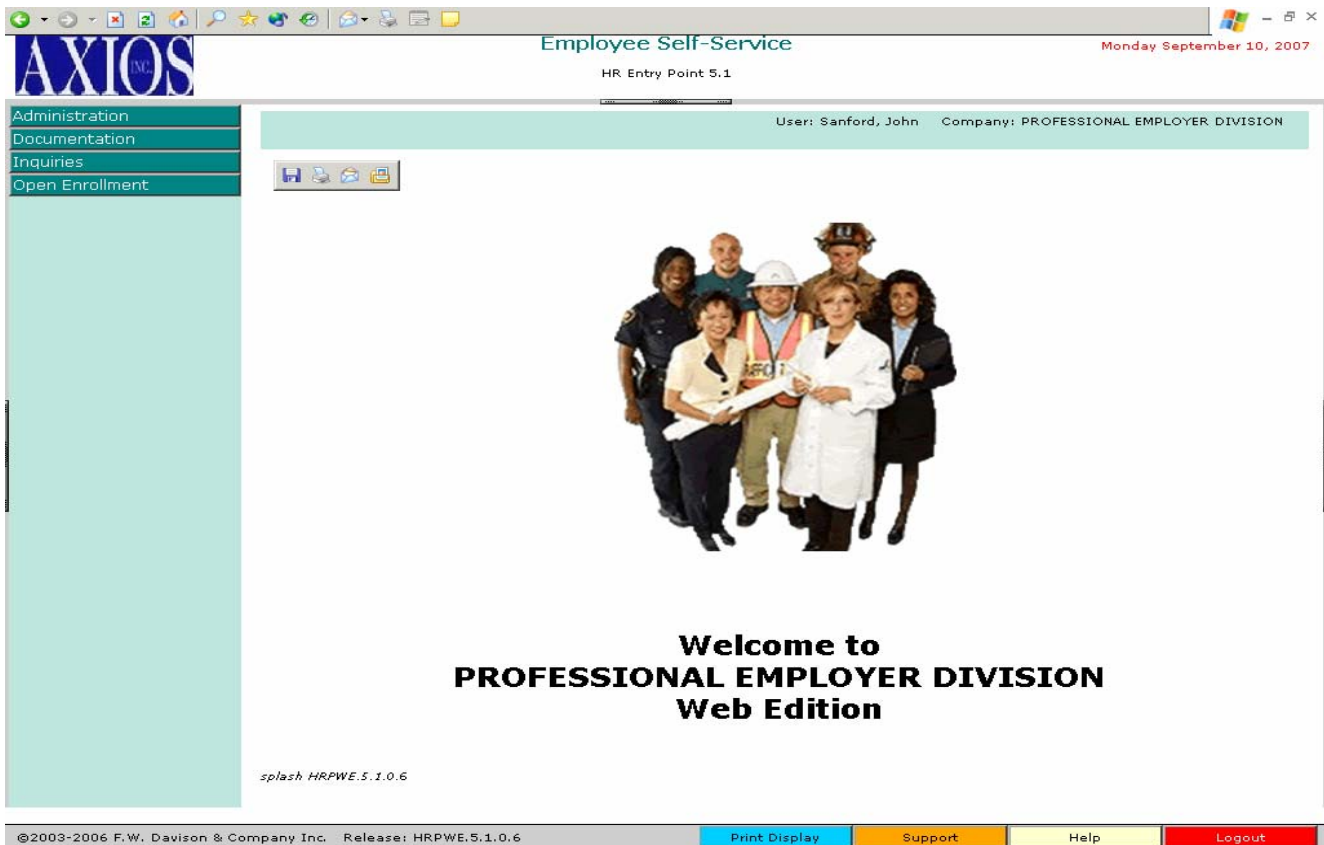
- Create your own personal user ID
- Once all lines are complete, click on “Register”
- The system will confirm your registration and will email your password to your email address of record
- Once you receive your password you may use it for initial login to the system

You may change this password at any time under the “Administration” tab in HR Pyramid

If you forget your password you can click on “Password Reminder” on the Employee Login screen, and fill in the same information you provided for your initial registration.

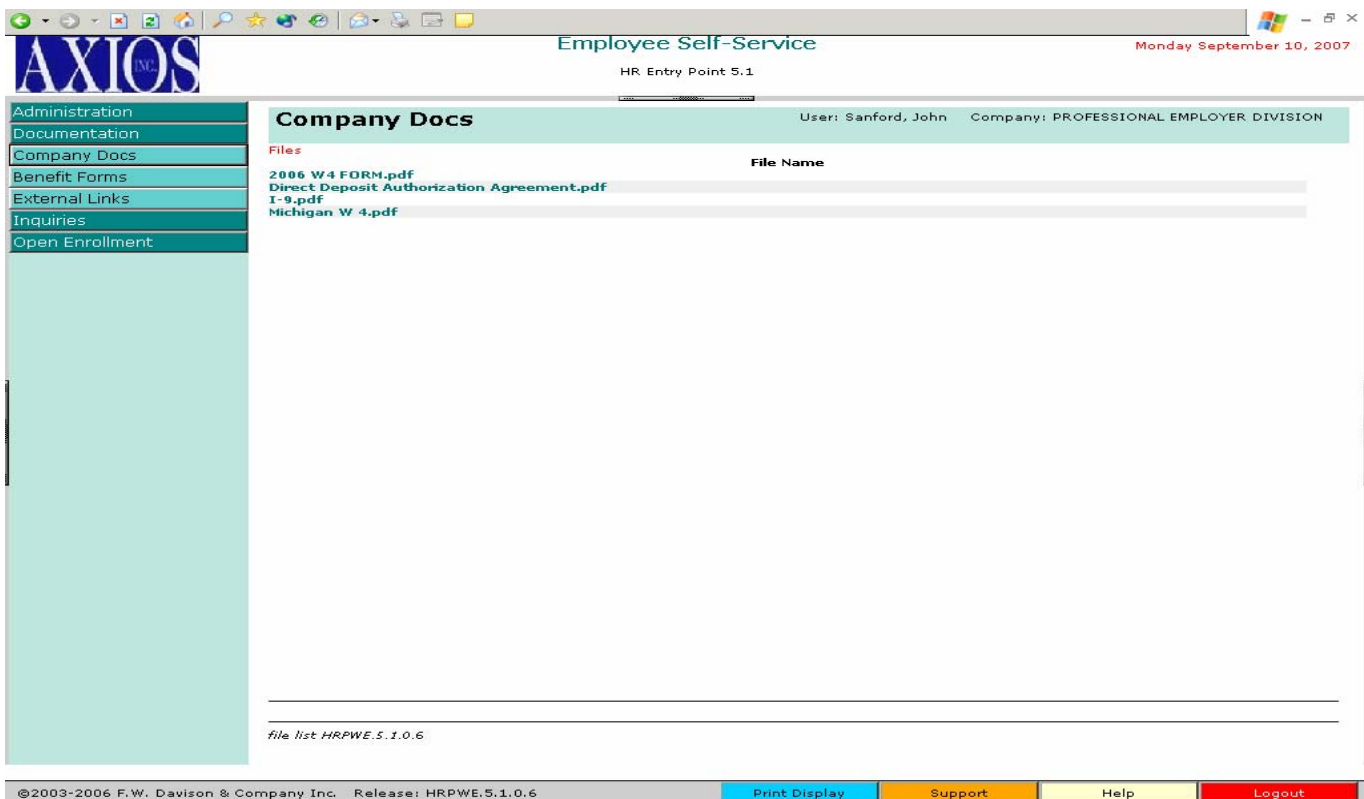
If you have trouble with this, please email your HR Generalist and Axios IT will reset your password and email the new temporary one to you.

Click on **Login** and you will receive the following screen:



In this section you will be able to access personal information related to your benefits, salary, vacation time, etc. On this site you will also be able to access a variety of forms. As you will see by the list below:

General Documents



Double click on the form you want and it will open up the form in Acrobat Reader where you can print it.

Benefit Forms

Select the Benefit forms button and you will receive the following screen:

The screenshot shows a web browser window titled "Employee Self-Service" with the date "Monday September 10, 2007". The AXIOS logo is in the top left. A navigation menu on the left includes "Administration", "Documentation", "Company Docs", "Benefit Forms", "External Links", "Inquiries", and "Open Enrollment". The main content area is titled "Benefit Forms" and shows a list of PDF files:

Files	File Name
Dental and Vision.pdf	
Dependent Care Reimbursement Form.pdf	
Flex Reimbursement form.pdf	
Priority Health_ppchange.pdf	
priority health enrollment form.pdf	

At the bottom of the page, there is a footer with copyright information: "©2003-2006 F.W. Davison & Company Inc. Release: HRPWE.5.1.0.6" and buttons for "Print Display", "Support", "Help", and "Logout".

Here you will be able to find a variety of benefit forms.

External Links

Click on the **External Links** button for access to pertinent links for our employees:

The screenshot shows the "External Links" page in the Employee Self-Service system. The navigation menu on the left has "External Links" selected. The main content area displays several logos for partner companies:

- AXIOS INC. (Name)
- PriorityHealth
- Huntington
- VSP
- GUARDIAN (with tagline: "Enriching the lives of people we touch")
- John Hancock

At the bottom of the page, there is a footer with copyright information: "©2003-2006 F.W. Davison & Company Inc. Release: HRPWE.5.1.0.6" and buttons for "Print Display", "Support", "Help", and "Logout".

Click on the desired link and it will bring you to the webpage you desire.

In the Employee Self-Service page you can also inquire into personal information about your pay, benefits and personal information. You can access the menu of inquiries by clicking on the Inquiries button. You will receive the following drop down menu:

Check Stub

View your check stubs each pay period or look back at past pay stubs. Click on the Inquiry button for the drop down box and click on Check Stub, you will receive the following screen:

Pay Date	Check Number	Gross Pay	Taxes	Deductions	Net Pay	Type
02/09/2007	137	1,005.00	126.29	358.62	520.09	C
01/15/2007	4	5,262.50	610.96	0.00	4,651.54	C

Printing A Check Stub

To print a copy of a check stub, click on the pay date which will bring you to the following screen:

Check Stub User: King, Pam Company: NUSOFT SOLUTIONS

Select Year: 2007 Go

Pay Date	Check Number	Gross Pay	Taxes	Deductions	Net Pay	Type
02/09/2007	137	1,005.00	126.29	358.62	520.09	C

Earnings Detail

Description	Hours	Rate	Amount	Department	Location
Commission	0.50	100.0000	50.00	A1	1
Commission	0.25	100.0000	25.00	C1	5
Commission	0.25	100.0000	25.00	C1	5
Bonus	0.50	50.0000	25.00	A1	1
Bonus	0.25	50.0000	12.50	C1	5
Regular Pay	20.00	18.0000	360.00	A1	1
Regular Pay	10.00	18.0000	180.00	C1	5
Regular Pay	10.00	18.0000	180.00	C1	5
Overtime	2.50	27.0000	67.50	A1	1
Overtime	1.25	27.0000	33.75	C1	5
Overtime	1.25	27.0000	33.75	C1	5

Reprint Check Stub Print Details

pay statement HRPWE.5.1.0.6
01/15/2007 4 5,262.50 610.96 0.00 4,651.54 C

check history HRPWE.5.1.0.6

©2003-2006 F.W. Davison & Company Inc. Release: HRPWE.5.1.0.6 Print Display Support Help Logout

Scroll down to the bottom of the pay stub where you will see the following options at the bottom:

Select **Reprint Check Stub**. When you select this you will receive the following screen:

Check Stub User: King, Pam Company: NUSOFT SOLUTIONS

Select Year: 2007 Go

Pay Date	Check Number	Gross Pay	Taxes	Deductions	Net Pay	Type
02/09/2007	137	1,005.00	126.29	358.62	520.09	C

Earnings Detail

Description	Hours	Rate	Amount	Department	Location
Commission	0.50	100.0000	50.00	A1	1
Commission	0.25	100.0000	25.00	C1	5
Commission	0.25	100.0000	25.00	C1	5
Bonus	0.50	50.0000	25.00	A1	1
Bonus	0.25	50.0000	12.50	C1	5
Regular Pay	20.00	18.0000	360.00	A1	1
Regular Pay	10.00	18.0000	180.00	C1	5
Regular Pay	10.00	18.0000	180.00	C1	5
Overtime	2.50	27.0000	67.50	A1	1
Overtime	1.25	27.0000	33.75	C1	5
Overtime	1.25	27.0000	33.75	C1	5

Reprint Check Stub

pay statement HRPWE.5.1.0.6
01/15/2007 4 5,262.50 610.96 0.00 4,651.54 C

check history HRPWE.5.1.0.6

©2003-2006 F.W. Davison & Company Inc. Release: HRPWE.5.1.0.6 Print Display Support Help Logout

Flex Spending

To view your flex spending account click on the **Flex Spending** button and you will receive the following screen:

Employee Self-Service
HR Entry Point 5.1
Monday September 10, 2007
User: King, Pam Company: NUSOFT SOLUTIONS

Year: 2007 Go

Account	Elected Amount	YTD Deduction Amount	YTD Reimbursement Amount
MEDICAL REIMBURSME	1500.00	31.25	0.00
Dependent Care	5000.00	104.17	0.00

Tsa HRPWE.5.1.0.6

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By clicking on the **Submit** button you can review your **Flexible Spending Account** where you can track deductions, payments, balance left and know right where you stand at any given time.

401K Summary

Employee Self-Service
HR Entry Point 5.1
Monday September 10, 2007
User: King, Pam Company: NUSOFT SOLUTIONS

Plan Year: 2007 Go

Plan Year	Base 401(k) Earnings	Elective Contributions (Pre-Tax)	Catch-Up Contributions (Pre-Tax)	Employee Contributions (Post-Tax)	401(k) Loan Payments
2007	6267.50	50.25		0.00	

retirement HRPWE.5.1.0.6

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By clicking on the **Submit** button you can track all activity in your **401K**. Review pretax contributions, post tax contributions and catch up contributions or simply just check to see your balance.

Payroll Inquiries

Payroll Inquiry

User: King, Pam Company: NUSOFT SOLUTIONS

Pay History	Effective Date	Pay Rate	Change \$	Change %
	02/04/2007	\$ 19.0000	\$ 2,080.00	5.55%
	10/31/2005	\$ 18.0000	\$ 2,080.00	5.88%
	04/06/1998	\$ 17.0000	\$	%

Compensation	
Current Pay Rate	\$ 19,000 per hour
Effective Date	02-04-2007
Last Pay Date	02/09/2007
Last Check #	137
Last Check Amount	\$520.09

Year to Date 2007 Summary	
Gross Pay	\$6,267.50
Regular Pay	\$5,440.00
Overtime	\$277.50
Paid Time Off	\$240.00
Holiday	\$160.00
Commission	\$100.00
Bonus	\$50.00
Payroll Deductions	\$358.62
401(k) Deduction	\$ 50.25
Fsa Medical Expenses	\$ 31.25
Fsa Child/dependent	\$ 104.17
Dental After Tax	\$ 25.73
Vision After Tax	\$ 5.50
Medical 125	\$ 107.46
Short-term Disability Medical	\$ 5.48
Medical	\$ 28.78
Federal Tax Withheld	\$167.42
Social Security Tax Withheld	\$373.53
Medicare Tax Withheld	\$97.36
State Income Tax Withheld	\$104.31
Mi Income Tax	\$ 104.31
State Disability Tax	\$0.00
Other State/Local	\$4.63
Net Pay	\$5,171.63

payroll summary HRPWE.5.1.0.6

With the Payroll Inquiry screen, you can track your earnings for the year, your taxes withheld and see what you have made year to date.

Personal

Personal

User: King, Pam Company: NUSOFT SOLUTIONS

Personal Details

Name PAM KING
 Birth Date 03/09/1975
 Soc-Sec-Num ***-**-6789

Resident Address

Address Line 1 123 NICE PLACE
 Address Line 2
 Zip 49301
 Zip Ext
 City ADA TOWNSHIP
 County
 State MI
 Home Phone (616)949 -2525
 Mobile Phone () -
 Email Address

Driver's License

Number K 1234589087
 Expiration Date 03/09/2008
 State Michigan

Veteran Status

Veteran
 Vietnam Veteran
 Disabled Veteran

Emergency Contact

Contact Name SAM KING
 Contact Relation SPOUSE
 Contact Telephone 616/455-1234

Miscellaneous

Nickname
 Citizenship USA
 Handicapped
 School District #
 Smoker

Marital Status

Marital Status Married
 Date Married

W2 Address

Address Line 1
 Address Line 2
 City
 State
 Zip

employee per ee HRPWE.5.1.2.3

Here you are able to view your personal information and make changes to the personal information that is highlighted in yellow. Just highlight and type in the new information, make sure you click on the save button before you close the screen to be sure you save the data.