PCA Portal User Guide

Log In and Password

To access, go to: https://onlineemployer.com/feapca

If you have previously logged in, enter your user name and password.

If you have never logged in, click on the PCA First-Time Login Help link to guide you through the log in process.

Once you log in for the first time, the system will prompt you to change your password. Once that is complete, please navigate to the Settings Tab, then click Email Address. Entering a valid email address will allow you to reset your password via email should you ever forget and need to reset it.

If you want to change your password, navigate to the Settings Tab, then click Password.

Using the Portal

Once you are logged in, you will see the Home page. This page contains links to important documents and resources. Clink on a link to view it.
Accruals Tab

This tab contains your PTO accrual details and balance information.

<table>
<thead>
<tr>
<th>Process Date</th>
<th>Week</th>
<th>Hours Worked</th>
<th>Sick Earned</th>
<th>Sick Used</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/05/19</td>
<td>07/05/19</td>
<td>0.00</td>
<td>47.870</td>
<td>0.00</td>
<td>47.87</td>
</tr>
</tbody>
</table>

Check Stubs Tab

At the top of the screen, you will see a listing of all available check stubs. You can navigate through the list using either the scroll bar on the right-hand side or the arrow keys.

Pay History

<table>
<thead>
<tr>
<th>Check Date</th>
<th>F Name</th>
<th>Gross Pay</th>
<th>Total Hours</th>
<th>Net Pay</th>
<th>Check/Check #</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/07/2018</td>
<td>Tempo</td>
<td>$358.25</td>
<td>37.00</td>
<td>$340.81</td>
<td>1000945</td>
</tr>
<tr>
<td>12/07/2018</td>
<td>Tempo</td>
<td>$746.25</td>
<td>51.50</td>
<td>$694.81</td>
<td>2000927</td>
</tr>
</tbody>
</table>

Click on the check stub you want to view to display the details.

To view or print a PDF of the check stub, click the View/Print Pay Stub link in the blue bar at the top of the page.
Setting Tab

Select this tab, then password to change your password. Password requirements can be found by clicking on the Rules button.

Password Reset

Select Email to either change or add your email address. This is used in the password reset process.

Email Address Reset