

Welcome to PangeaTwo!

Please read this document carefully and follow all instructions completely. Failure to do so may result in a delay of your weekly paycheck.

SpringAhead

SpringAhead is an online timecard system. Each week, employees enter time worked into SpringAhead which is submitted to an on-site supervisor for approval. Instructions for creating a SpringAhead account are on page 2. Instructions for entering time in SpringAhead are on page 3.

Advapay/Employer on Demand

PangeaTwo contracts with Advapay to process our weekly payroll. You will receive two emails from donotreply@employerondemand.com (make sure to check your spam folder for the emails as some systems may flag this email as spam).

The password you receive in the second email is only valid for 24 hours. If you fail to create your account within 24 hours, you need to contact admin@PangeaTwo.com to resend the emails. More instructions are on pages 5-8 of this packet.

Deadline for Time Entry and Approval

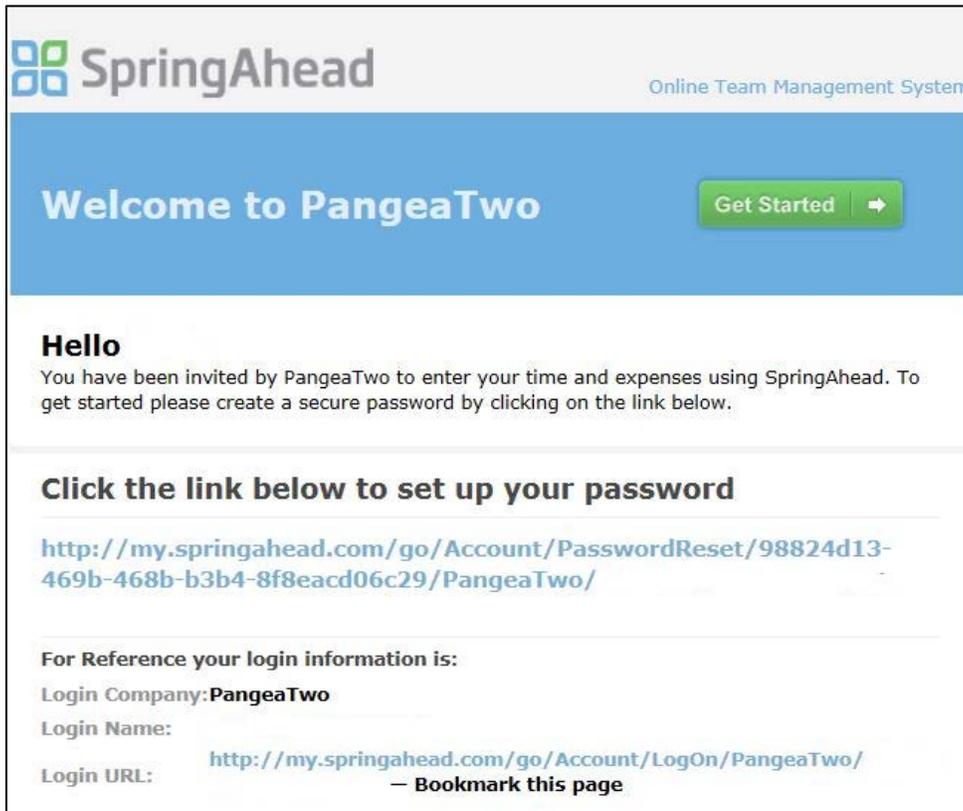
Time worked must be entered and approved in SpringAhead by 11 am Monday each week. Any time entered or approved after the deadline will be processed the following week.

Due to holidays, PangeaTwo may be required to adjust the deadlines. In this event, PangeaTwo will send an email to all employees.

PLEASE MAKE SURE YOU UNDERSTAND THE TIME ENTRY AND APPROVAL SYSTEM AND DEADLINES. FAILURE TO FOLLOW WILL RESULT IN A DELAY OF YOUR WEEKLY PAYCHECK!

How to access SpringAhead

1. When placed on a PangeaTwo assignment, a new employee will receive an email from notify@springahead.com. If you do not receive this email **after the first day on assignment**:
 - Check your spam or junk mail folders for the email.
 - Email the PangeaTwo admin team at admin@PangeaTwo.com.
2. The email contains a link that allows you to create your password. Click the link and follow the instructions to create your password.



 **SpringAhead** Online Team Management System

Welcome to PangeaTwo [Get Started](#)

Hello
You have been invited by PangeaTwo to enter your time and expenses using SpringAhead. To get started please create a secure password by clicking on the link below.

Click the link below to set up your password

<http://my.springahead.com/go/Account/PasswordReset/98824d13-469b-468b-b3b4-8f8eacd06c29/PangeaTwo/>

For Reference your login information is:
Login Company: **PangeaTwo**
Login Name:
Login URL: <http://my.springahead.com/go/Account/LogOn/PangeaTwo/>
— **Bookmark this page**

3. After creating your password, you will be asked to log in. You will need this information:

- Company Name – PangeaTwo which is all one word.
- Login Name – Your email address.
- Password – The new password you created.



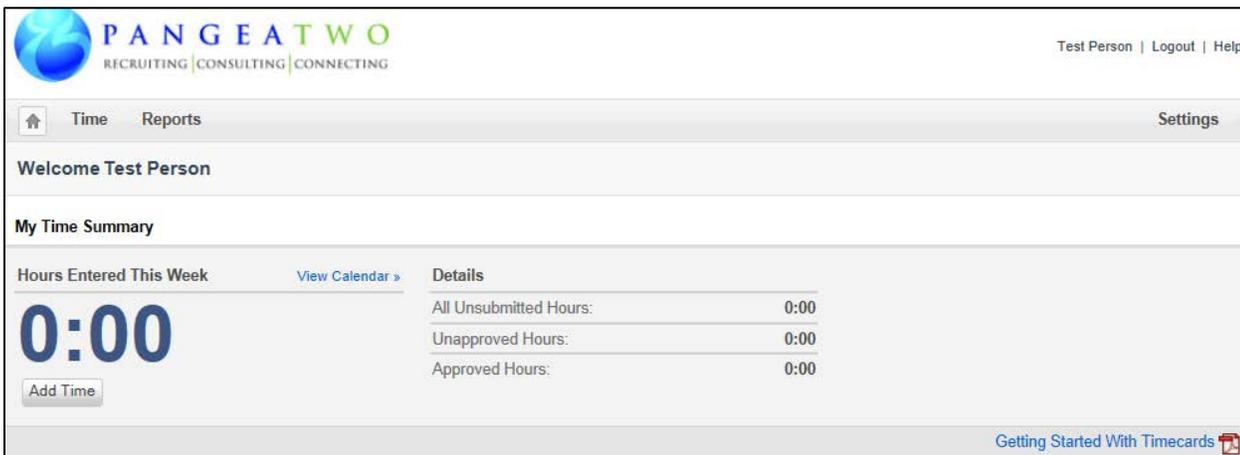
The image shows the SpringAhead login interface. At the top left is the SpringAhead logo. Below it is a 'Log In' button with a person icon. To the right of the 'Log In' button is a link that says 'Forgot your password?'. Below these are three input fields: 'Company' (containing 'PangeaTwo'), 'Login Name', and 'Password'. To the right of the 'Password' field is a green 'Log In' button.

In the event you forget the password, click on the “Forgot your password?” in the upper right corner of this screen. SpringAhead will send you a reset link.

Entering Time in SpringAhead

SpringAhead can be accessed anywhere and at any time by going to www.my.springahead.com.

1. Once logged into SpringAhead, the initial screen will appear as below. Click on the Add Time Button directly below the 0:00.

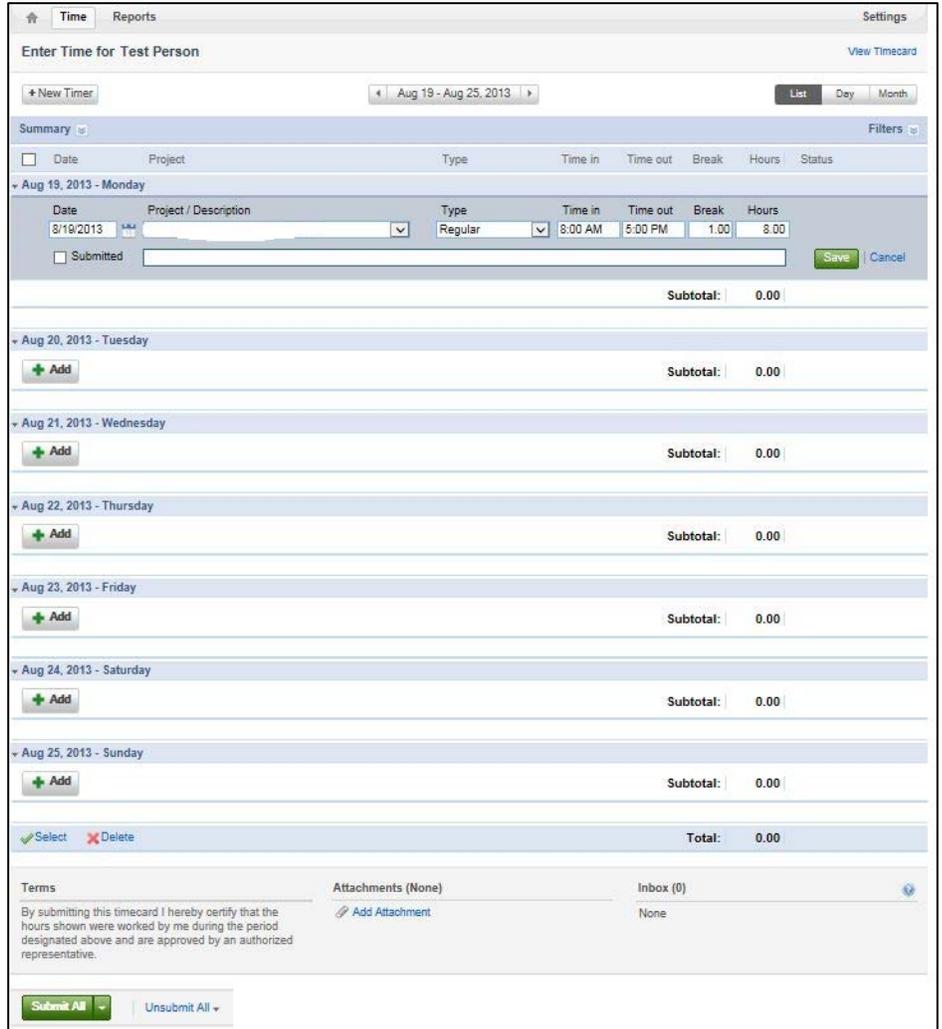


The image shows the SpringAhead dashboard for a user named 'Test Person'. At the top left is the PangeaTwo logo. At the top right are links for 'Test Person', 'Logout', and 'Help'. Below the logo is a navigation bar with 'Time' and 'Reports' tabs, and a 'Settings' link. The main content area starts with a 'Welcome Test Person' message. Below that is a 'My Time Summary' section. It features a large '0:00' display for 'Hours Entered This Week' with a 'View Calendar >' link below it. To the right of the display is a 'Details' table:

Details	
All Unsubmitted Hours:	0:00
Unapproved Hours:	0:00
Approved Hours:	0:00

Below the '0:00' display is an 'Add Time' button. At the bottom right of the dashboard is a link that says 'Getting Started With Timecards' with a document icon.

2. Be sure to enter time for the correct week. The week is shown in the middle at the top. In this example, the week is Aug 19-Aug 25, 2013. Use the arrow buttons on either side of the date to advance to the correct week.
3. **Project/Description** should default to the PangeaTwo's client where you are currently working.
4. **Type** should be regular. Overtime is only paid for hours worked in excess of 40 during a single week and will be automatically calculated by SpringAhead.
5. In the **Time in** box, enter the time you started working. In the **Time out** box, enter the time your work ended. Time must be typed in using colons. For example, typing 8:37 or 5:43 is correct. If you type 837 or 543, it will not save correctly.
6. In the **Break** box, enter any break time taken during the day, such as lunch. Enter 1 for an hour. If a different amount of time was taken, then enter it in either decimal form or by putting a colon in front of the number of minutes. For example, .383 and :23 will both be calculated as 23 minutes.
7. The **Hours** box is automatically calculated by SpringAhead.
8. Click the green **"Save"** button to save each day's time.
9. **After all time for the week has been entered and saved, click the green "Submit All" button at the bottom left of the page.** This sends your timecard to the on-site supervisor for approval. Please do not submit time each day as this sends an email to your supervisor each day.
10. **Your supervisor must approve your time by 11 am on Mondays.** If your supervisor will not be available, contact the PangeaTwo admin team at admin@PangeaTwo.com before 10 am on Monday.



Creating an Advapay Account

On the first pay date, you will receive **two** emails from donotreply@employerondemand.com. The temporary password is only valid for 24 hours, therefore, please create your account within 24 hours of receiving the emails. If you fail to create your account, please email admin@PangeaTwo.com for us to resend the information.

- The first email will state the following:

Hello ,

You have been enrolled for access to: Employee Self Service

To log in and complete your registration, just complete the 2 easy steps below:

1. Obtain your temporary password. This password will be emailed to you within the next 5-15 minutes.

2. [Click here](#) to register for access to your payroll applications.

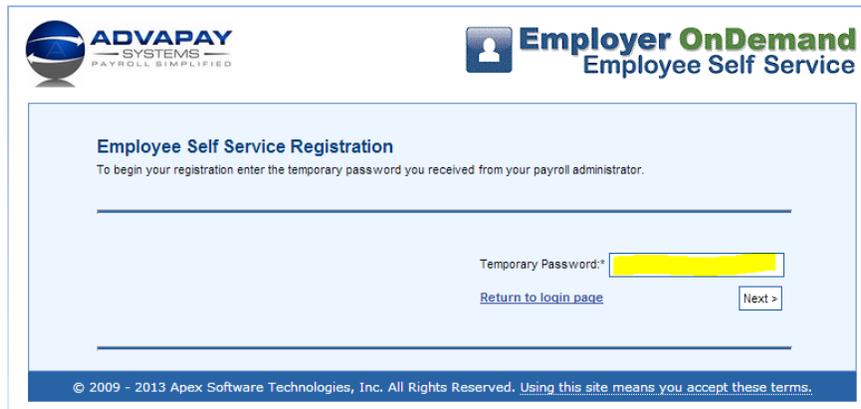
This link is only good 45 days from the time it was generated.

Once you have registered, the following link(s) can be used to gain access to the product(s):

Employee Self Service (<https://selfservice.employerondemand.com/>)

- The second email will have your personal temporary password.

Once both emails have been received, click on the link in item 2 of the first email which states “Click here to register your access to your payroll applications”. This will open a new window in your internet browser as shown below. In the temporary password field, enter the password from the second email. It is recommended to copy and paste the password to ensure accuracy. Then click next.



ADVAPAY
SYSTEMS
PAYROLL SIMPLIFIED

Employer OnDemand
Employee Self Service

Employee Self Service Registration
To begin your registration enter the temporary password you received from your payroll administrator.

Temporary Password:*

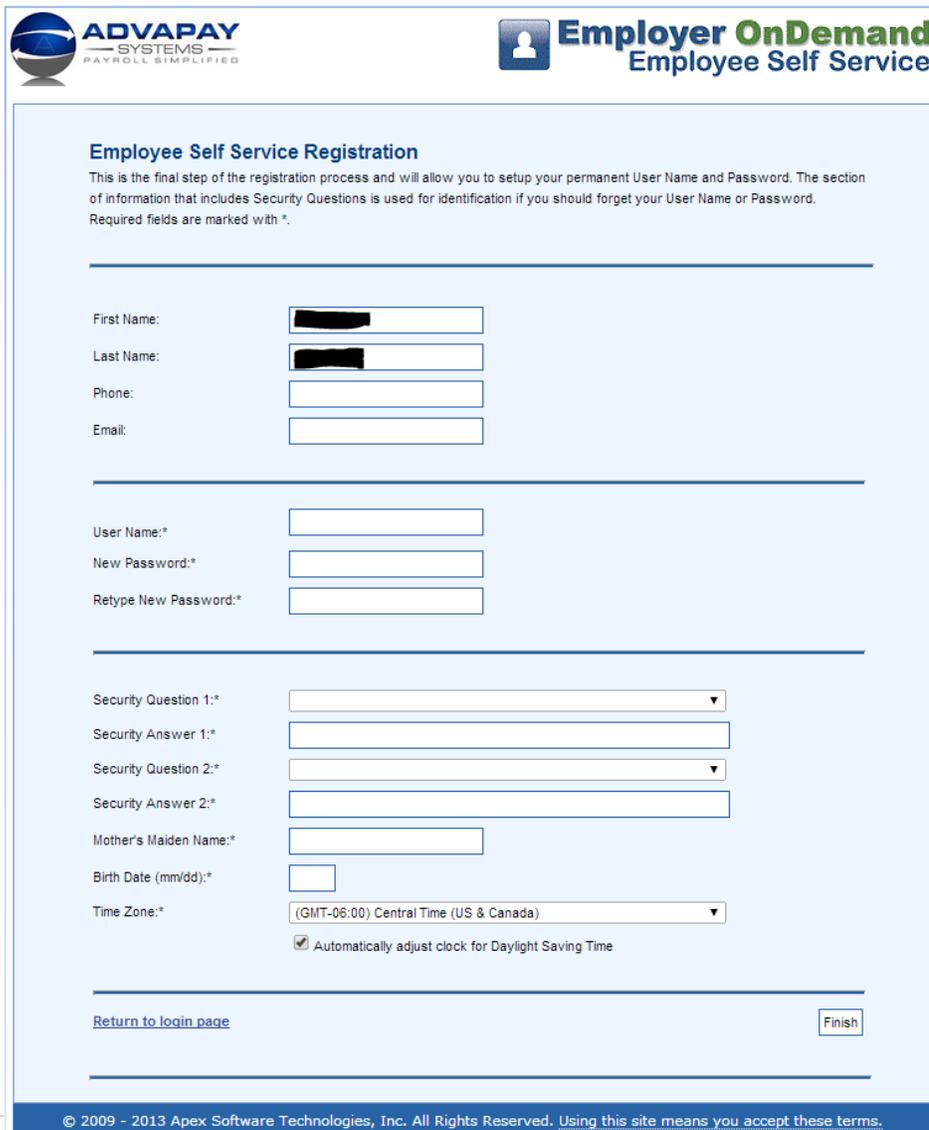
[Return to login page](#)

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In the Employee Self Service Registration, your first and last name will appear. The phone and email boxes are blank and cannot be edited. Please enter data only in the following boxes:

- User Name (you can use any user name that is easy for you to remember and is not already in use)
- Password
- Select and answer two Security Questions
- Mother's Maiden name
- Birth Date (month / day) – You must enter the / in between the month and day.

When all data is entered, click the Finish button in the bottom right corner.



ADVAPAY SYSTEMS PAYROLL SIMPLIFIED

Employer OnDemand
Employee Self Service

Employee Self Service Registration

This is the final step of the registration process and will allow you to setup your permanent User Name and Password. The section of information that includes Security Questions is used for identification if you should forget your User Name or Password. Required fields are marked with *.

First Name:

Last Name:

Phone:

Email:

User Name:*

New Password:*

Retype New Password:*

Security Question 1:*

Security Answer 1:*

Security Question 2:*

Security Answer 2:*

Mother's Maiden Name:*

Birth Date (mm/dd):*

Time Zone:*

Automatically adjust clock for Daylight Saving Time

[Return to login page](#)

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Once

completed, you will

be returned to the login page. Log in using your new user id and password. The first time you must accept the terms and conditions by checking the box and clicking next. Do not rely on the screen print below for the terms and conditions as it is only for instructional purposes. Please read the current Terms and Conditions on the website.

 **Employer OnDemand**
Employee Self Service

Terms and Conditions

TERMS OF USE

IMPORTANT - THIS IS A LEGAL AGREEMENT ("AGREEMENT") BETWEEN YOU ("USER"), YOUR PAYROLL SERVICE PROVIDER (SERVICE PORVIDER) AND APEX SOFTWARE TECHNOLOGIES, INC. ("APEX"). IT IS ESSENTIAL THAT USER READS THESE TERMS OF USE CAREFULLY. BY ACCESSING AND/OR USING THIS SITE THE USER AGREES AND ACKNOWLEDGES THAT THE USER HAS READ THIS AGREEMENT, THAT THE USER UNDERSTANDS IT AND THAT THE USER AGREES TO BE BOUND BY ITS TERMS. IF USER DOES NOT AGREE TO BE BOUND BY ALL THE TERMS AND CONDITIONS CONTAINED HEREIN, DO NOT USE OR ACCESS THIS SITE OR THE SERVICES. WE MAY FROM TIME TO TIME CHANGE THE TERMS OF USE. BY CONTINUING TO USE THE SERVICE FOLLOWING SUCH MODIFICATIONS, USER AGREES TO BE BOUND BY SUCH MODIFICATIONS TO THE TERS OF USE. FOR YOUR CONVENIENCE AND YOUR RECORDS, IT IS SUGGESTED THAT THE USER PRINT AND RETAIN OR SAVE A COPY OF THIS AGREEMENT.

These Terms of Use (the "Terms") sets forth the terms and conditions pursuant to which the Service Provider and/or Apex will provide you with access to certain payroll management and/or processing services (the "Services"). If you do not accept these Terms, then you may not access or use the Services.

The User and certain of its employees are eligible to receive the Services through their Service Provider. To the extent that these Terms conflict with any contract the User may have with Service Provider, these Terms shall control and supersede any conflicting term of such contract with respect to the Services. These Terms constitute the entire agreement between the User and Apex pertaining to your use of the Services and access to the Services. Any and all written or oral agreements heretofore existing

By checking this box you agree to our Terms and Conditions.

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Viewing Pay Stub

Until the first Thursday that you receive a pay check, there will not be any data available in the Employer on Demand.

Log in to the Employer on Demand website <https://selfservice.employerondemand.com/?PL=20131166> using the user id and password you previously created.

After logging in, the Employee Payroll Information and Pay Check Summary page will appear. On this page, you can view your federal and state tax filings in the first section. The second section has the most recent check date information.

To view the detail of the most recent paycheck, click the link under the Pay Check Details section. To view a previous pay check, choose it from the drop down menu in the same section.

The screenshot displays the 'Employer OnDemand Employee Self Service' interface. At the top, there is a navigation bar with 'Pay Info', 'My Profile', and 'Logout' tabs. The main content area is titled 'Employee Payroll Information and Pay Check Summary'. It contains several sections: 1. 'Open Tasks' with a count of 5. 2. Employee details including ID (00000002), Name, Address (Birmingham, AL 35228), SSN, Federal Filing (S / 0 / 0.00), and State Filing (M / 0 / 0.00). 3. 'Most Recent Check Date (12/24/2013)*' section with fields for Pay Frequency, Period Start (11/3/2013), Period End (11/16/2013), Check Number (E00015), Total Earnings, Total Taxes, Total Deductions, and Net Pay. 4. 'Pay Check Details' section with a link to view details and a dropdown menu to 'Choose a check date...'. 5. 'Year End Tax Forms' section with a dropdown to 'Choose a year...' and a note about Acrobat Reader. A footer contains copyright information for Apex Software Technologies, Inc. from 2009 to 2013.