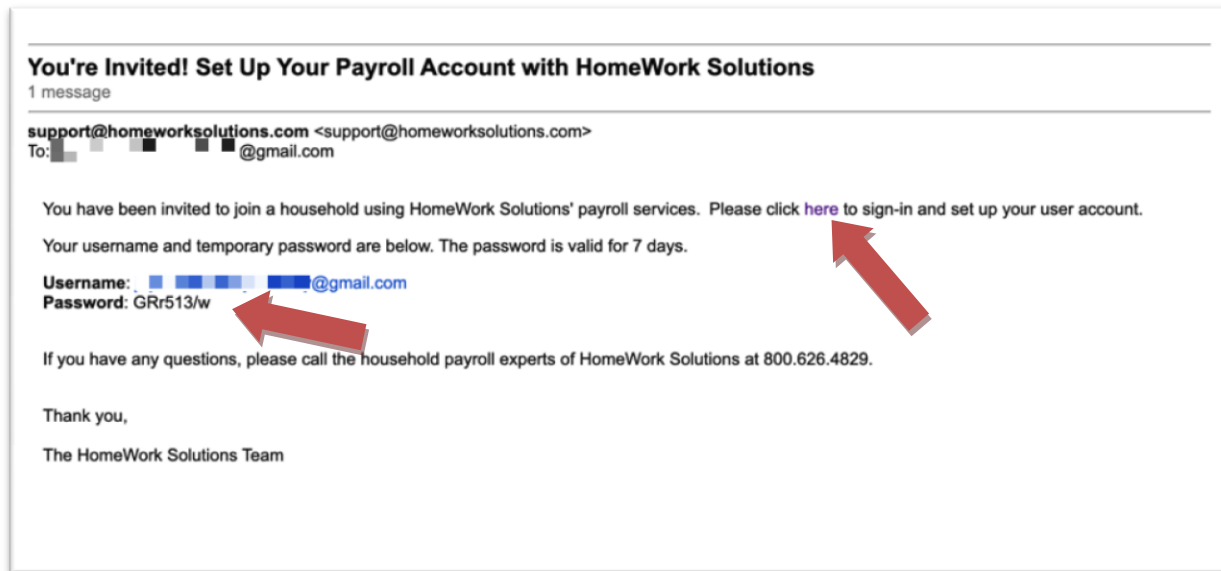


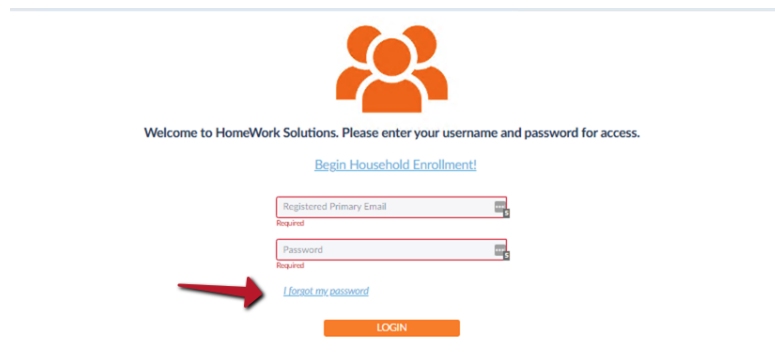
Complete Payroll *Employee Account Setup*

Initial Invitation

After an employee is added to a household at <https://members.homeworksolutions.com>, the employee will receive an email at the address provided (note that employee email address must be different than that of other users in that household).



If you missed this email, you can obtain a new one by clicking on the "I forgot my password" link and entering your email address when prompted.



Account Setup

The email contains a temporary password and a link to log in at <https://members.homeworksolutions.com>. Follow the link and log in using your email address as username and the temporary password.

Client Login

ALERTS

Welcome to the upgraded system! For existing users, a password reset is required, so please press 'I forgot my password' link below to get started.

Welcome to HomeWork Solutions. Please enter your username and password for access.

[Begin Household Enrollment!](#)

Registered Primary Email
Required

Password
Required

[I forgot my password](#)

LOGIN

Reset Your Password

After logging in with your temporary password, you will be prompted to set a new password. The password must be at least 8 characters, contain at least 1 number, a lowercase & uppercase letter, and a symbol. Click "Save."

New Password

Please enter your new password

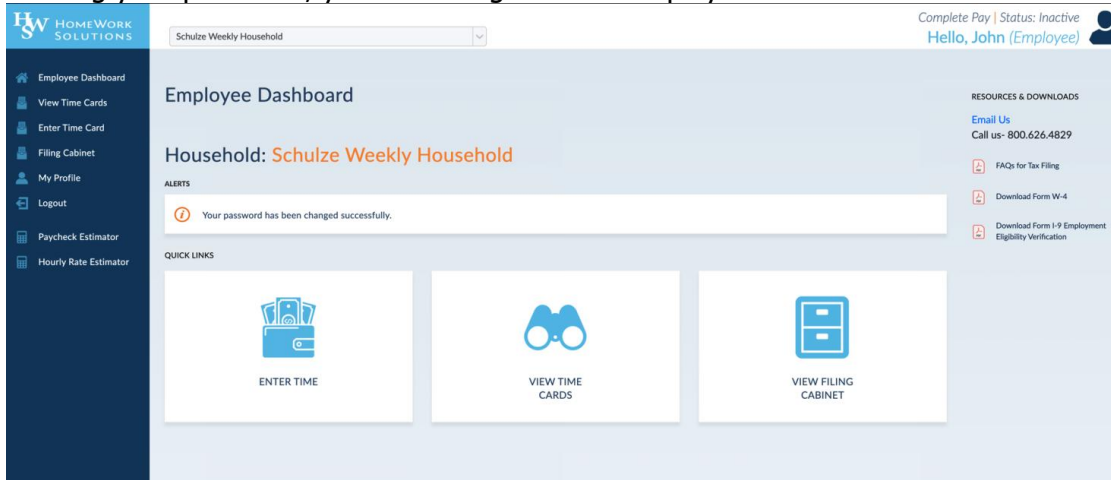
New Password
Required

Confirm Password
Required

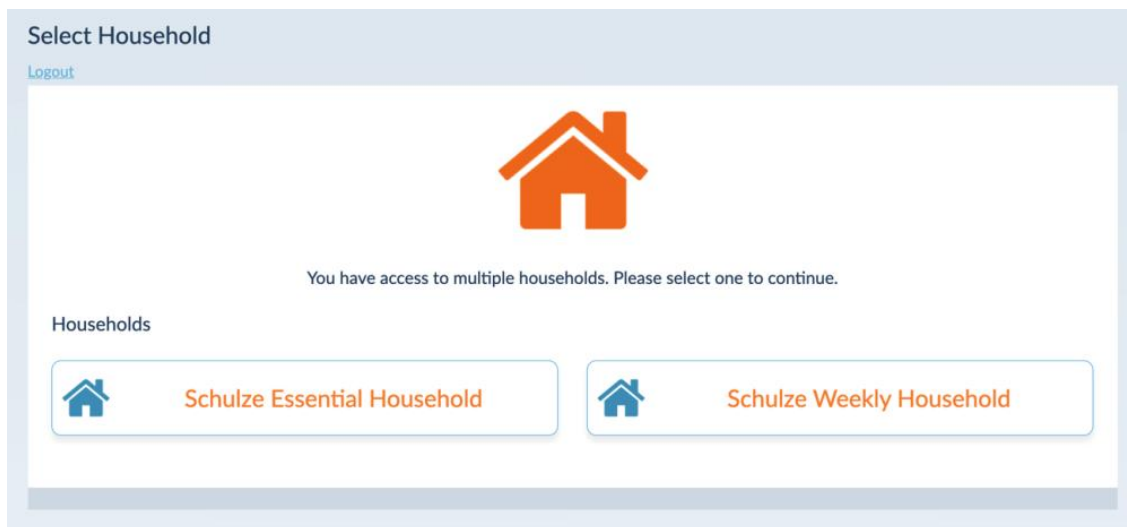
Save

HWS Employee Dashboard

After resetting your password, you are brought to the Employee Dashboard.

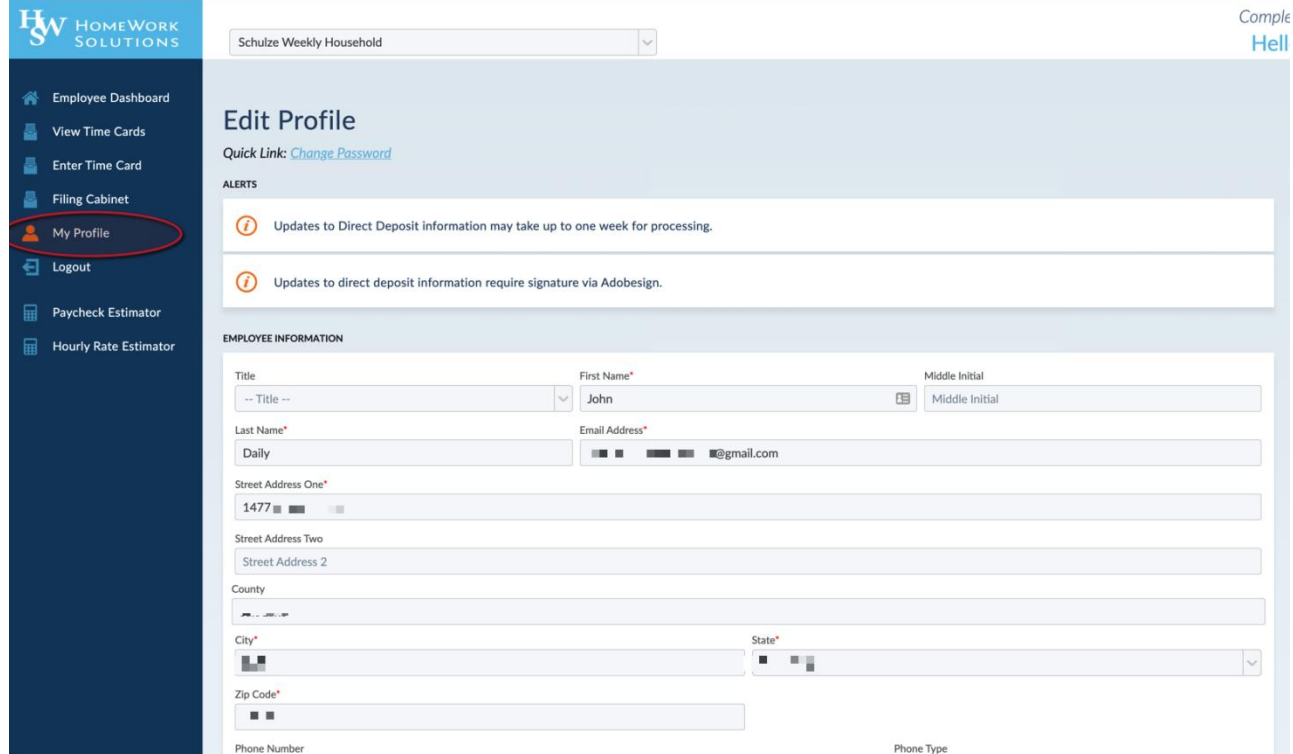


If you work for multiple households, you are first prompted to select which household you want to access. The Employee Dashboard also has a drop-down menu at the top allowing you to navigate between households.



Review Your Profile

In the menu bar on the left, click "My Profile" to review and complete your profile. **Missing information such as Social Security Number, Address, Withholding Elections, and Direct Deposit Information may delay payroll processing.**



Schulze Weekly Household

Complete Hell

Edit Profile

Quick Link: [Change Password](#)

ALERTS

- Updates to Direct Deposit information may take up to one week for processing.
- Updates to direct deposit information require signature via Adobe Sign.

EMPLOYEE INFORMATION

Title: -- Title -- | First Name: John | Middle Initial: Middle Initial

Last Name: Daily | Email Address: @gmail.com

Street Address One: 1477

Street Address Two: Street Address 2

County:

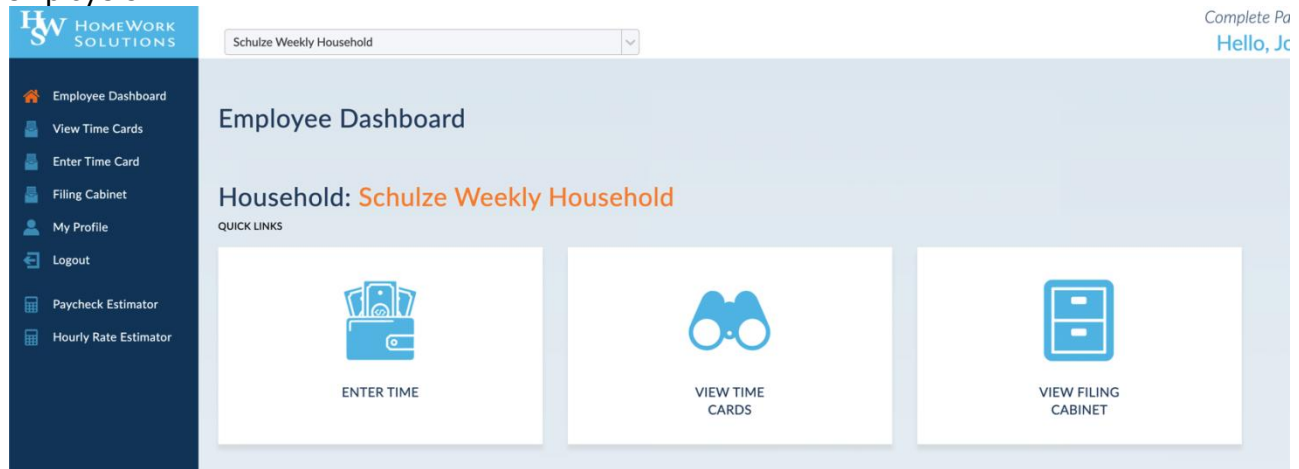
City: | State:

Zip Code:

Phone Number: | Phone Type:

Navigating the Employee Dashboard

From the Employee Dashboard you can Enter Time worked, view saved timecards, and view payroll and tax documents such as paystubs and W2s. The Filing Cabinet also stores electronically signed documents such as W4 and direct deposit forms. Note that the Filing Cabinet is specific to each household, so you will need to change households to view paystubs and documents for other employers.



Schulze Weekly Household

Complete Pa Hello, Jc

Employee Dashboard

Household: **Schulze Weekly Household**

QUICK LINKS

- ENTER TIME
- VIEW TIME CARDS
- VIEW FILING CABINET

If you work for multiple families who process payroll through HomeWork Solutions, you can change households using the dropdown menu at top center. Once you have selected the appropriate household, you can access timecards, employee settings, and documents specific to that household.

