



Consoliplex

Health Plan Management

MyPay Solutions Workforce HUB FAQ

General FAQ

How do I view my paystubs?

For paystubs after 11/15/20: Use the [MyPay Solutions Workforce HUB portal](#). On the main page, scroll down to “My Employee Documents” for recent checks. For your full pay stub history back to 11/15/20, use the “History” icon on the top menu. Here’s an [article](#) with more information.

For paystubs before 11/15/20: As you’ve done in the past, you would still use the myPay site to access checks prior to this date. The website is www.mypaysolutions.com.

How would I update my W4 withholding on MyPay Solutions Workforce HUB?

Click [here](#) for an article about how to update your W4 withholding.

How do I use the mobile app?

Using the mobile app is not required, but is available for employees who would like to do so. The mobile app associated with our payroll portal is called TimeWorksPlus Employee. For the first login, your login name will be your work email and the code will be “mypay.” For more information, click [here](#).

What if I have a question about MyPay Solutions Workforce HUB?

Email Steve Redd (steve.redd@consoliplex.com).

Time Off

Will MyPay Solutions Workforce HUB replace the Consoliplex Employee Portal for PTO/Bank Time Requests?

Yes.

How do I request time off?

Click on “Time” on the top toolbar, and then “Time off” on the left- hand side. That should bring you to a blue box that says “request time off.” Once you input all your information, the request will be sent to your supervisor for approval. For more information on how to request time off, click [here](#). For more information about how to check your Time off balance, click [here](#).



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What if I don't use all of my time off in a given year (full time employees)?

Employees may not carry accrued PTO over into a new calendar year. All accrued, unused PTO as of the end of the calendar year is forfeited. Exceptions to this policy must be granted by the Chief Executive Officer.

Where do I go to see the entire Consoliplex PTO and Holiday Policy?

The PTO and Holiday policies are part of the Consoliplex Company Handbook. You can find it under the "WorkforceHUB Docs & Links" on the left hand side of your MyPay Dashboard.

Bank Time

How does bank time work?

Due to heavy workload at "busy season" times of year outside of the 40-hour work week, overtime hours worked can be converted into additional PTO (up to a maximum of 80 hours) for salaried employees.

How do I enter bank time?

Email Steve Redd with the hours and days you're banking time and he will input them so they will show up in your OT Bank.

How do I use accrued bank time?

Click on the OT Bank under "My Time Off" to draw from it for time off.

What if I don't use all of my bank time in a given year?

Bank time rolls over until March 31 of the next year. You may use bank time from the previous year until this date.



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Part Time

If I'm a part time employee, do I get paid holidays?

No, part time employees are only paid for the hours they work. If there's a holiday coming up, please adjust your schedule accordingly.

Do part time employees get paid time off?

No, unless contractually agreed to in employment agreement.

How do I enter time (for part time employees)?

Sign into My Pay Solutions Workforce HUB portal. Go to "Time" in the top toolbar and "Time Card" in the left hand column. Click on "My Time Card" and enter your hours for the pay period.

How do I clock in and out on WorkforceHUB?

Consoliplex part time employees have the option of using the [clock in/out feature](#) of WorkforceHUB (found on the homepage). If you'd prefer to submit your time card instead, this is still acceptable.