

DCI Messaging – Paystubs

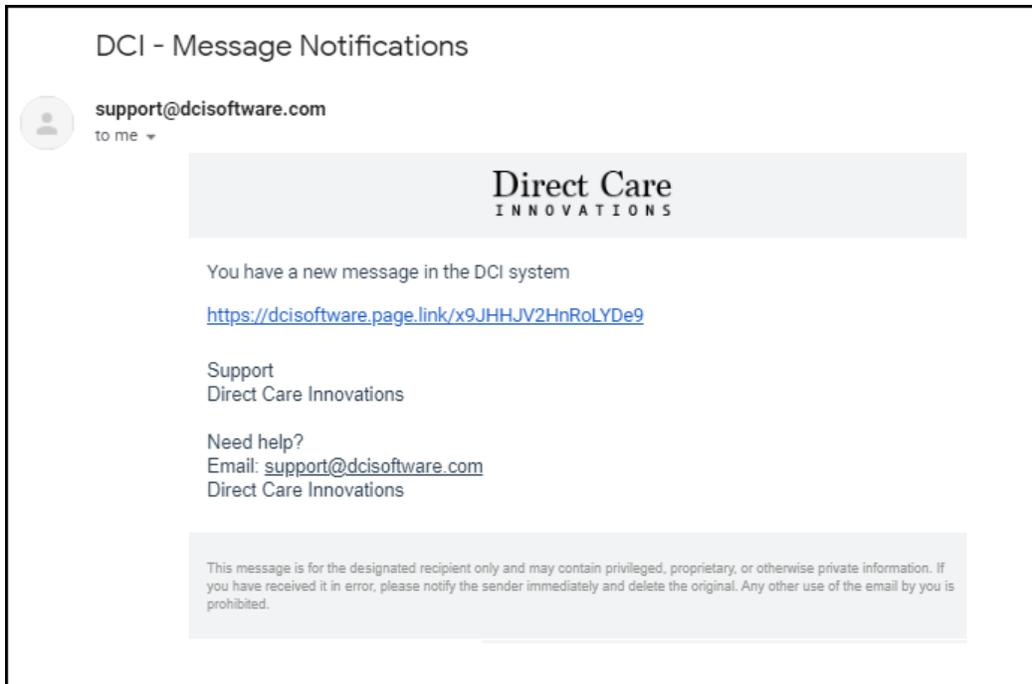
In an effort to provide enhanced privacy and security, Acumen Inc. has activated a new feature in DCI for employees.

DCI Messaging for Paystubs notifies users when the paystub has been generated and is available for review. Additionally, the messaging feature will allow users the ability to maintain, delete or archive their messages. Archiving messages provides the ability to save previous messages and attachments for record keeping.

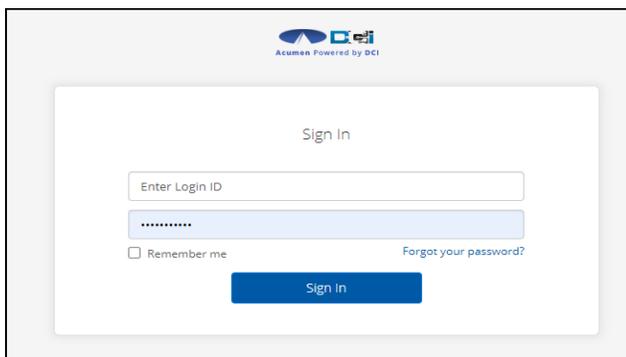
Instructions on how to access Paystubs has been provided below:

Viewing Message and Paystub:

A notification will be sent to the user's email alerting of a new message in the DCI Portal. Users can click on the link in the message to access the login page for DCI.



User will need to provide their User ID and password at the login page.



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On the upper right corner of the page, click on the envelope icon and select “See All Messages” link in the drop down.

The screenshot shows the top right corner of the DCI Messaging interface. A notification bubble in the top right corner indicates '1' high priority message. Below it, a dropdown menu is open, showing 'Latest Messages' and 'Compose Message' options. A red box highlights the 'See All Messages' link. The main dashboard area shows a notification: 'You have 1 high priority message(s) in your inbox'. Below this, there are sections for 'Ohio Employee' with a date range of '05/14/2023 To 05/20/2023', an 'Overtime Gauge' showing 'No entry in current week', and a 'Total Hours' summary table for the same date range.

Total Hours		05/14/2023 To 05/20/2023
Approved:		0.00
Pending Hours:		0.00
Unverified Hours:		0.00
Total Hours:		0.00

Select the current message to open.

The screenshot shows the DCI Messaging inbox interface. On the left, there is a sidebar with navigation options: INBOX, SENT, ARCHIVE, DRAFT, and TRASH. The main area is titled 'Messages / Inbox' and contains search filters for 'From', 'Subject', and 'To (MM/DD/YYYY)'. Below the filters are 'Archive' and 'Delete' buttons. A table of messages is displayed, with the first message highlighted by a red box. The message details are as follows:

	★	Attachments	From	Subject	Date/Time	Action
<input type="checkbox"/>	★		DCI Support	Paystub for check date 1/1/2023	07:13 PM	
<input type="checkbox"/>	★					

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Upon opening the message, Click on the Attachments tab to load the attachment.

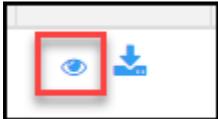
NOTE: The attachment name contains the pay date for which the paystub applies.

The screenshot shows the DCI Messaging interface. On the left is a navigation menu with options: INBOX, SENT, ARCHIVE, DRAFT, and TRASH. The main content area displays a message titled "Message Details - 2036395" with the subject "Paystub for check date 1/1/2023". The sender is "DCI Support" and the recipient is "Employee". The message body says "Hello, Please see your attached Paystub". Below the message is a "Notes" section with a red circle '1' and an "Attachments" tab. Underneath are search filters for "From (MM/DD/YYYY)", "To (MM/DD/YYYY)", "File Name", "Select Type", "Type Added By", and "Active". At the bottom right of the filters are "Reset" and "Search" buttons. Below the filters is an "Attachments" table with a red circle '2' and an "Export" button. The table shows one record: "May 18, 2023", "Paystub_1481209.pdf", "22.16 KB", "Richard Martinez", and "Active". The "Download" column for this record has a red box around the eye and download icons.

Date	File Name	File Type	File Size	Added By	Download	Status
May 18, 2023	Paystub_1481209.pdf		22.16 KB	Richard Martinez	 	Active

User can select to view or download the paystub by clicking on corresponding icon.

Preview:



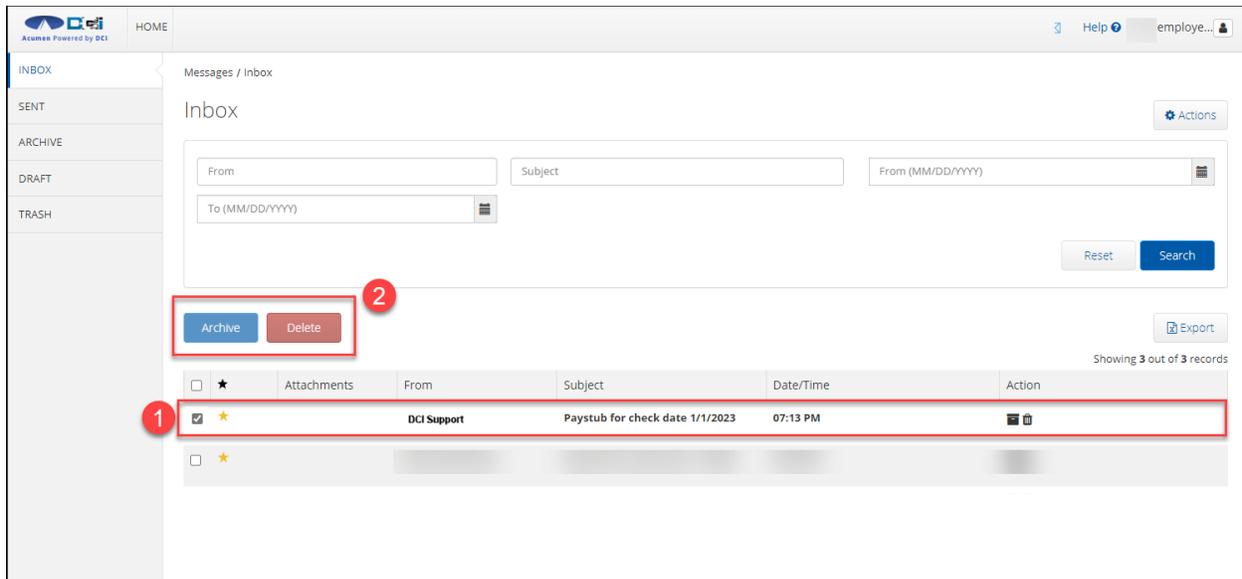
Download:



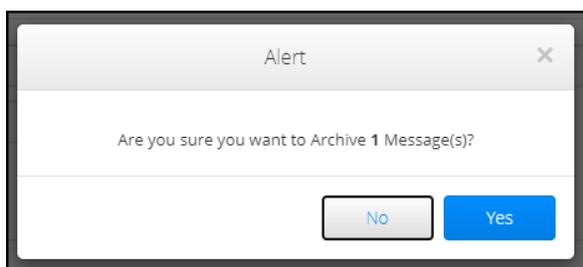
Archive or Delete message:

To help manage the messaging Inbox, users have the ability to Archive or Delete the current or previous messages. If the message is archived, the user will be able to view the message(s) again. However, if the message is Deleted it will be moved to the Trash section and will only be available for a limited amount of time.

User will check the message(s) to be archived or deleted. Click the Archive or Delete button as shown below:



The system will alert the user to confirm the choice selected (Example: Archive).



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Confirmation that the message has been Archived or Deleted will appear in green on the Inbox page.

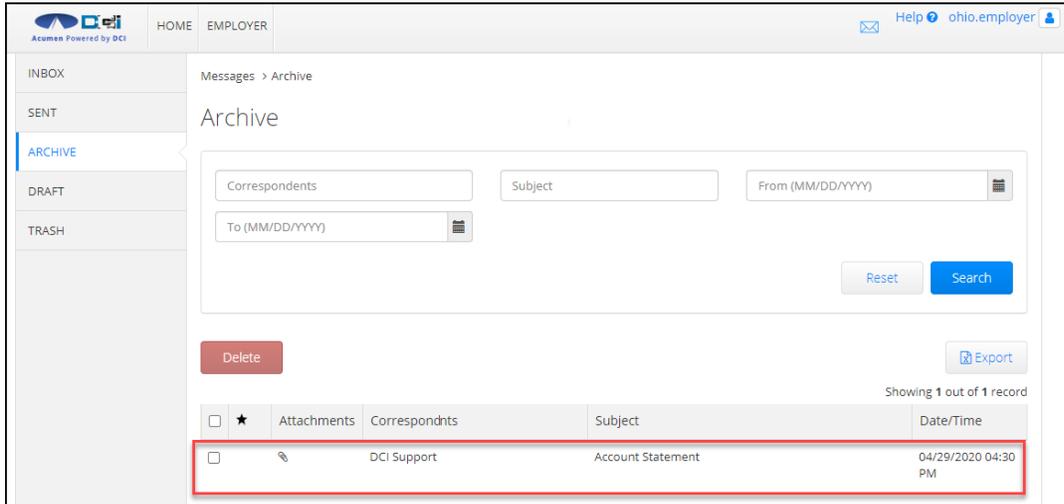
The screenshot displays the DCI Messaging interface. At the top, there is a navigation bar with 'HOME' and 'EMPLOYER' tabs, and a user profile 'employer'. The main content area is titled 'Messages > Inbox'. On the left, a sidebar lists folders: INBOX, SENT, ARCHIVE, DRAFT, and TRASH. The main area contains search filters for 'From', 'Subject', 'From (MM/DD/YYYY)', and 'To (MM/DD/YYYY)', along with 'Reset' and 'Search' buttons. A green notification box with a red border states '1 message has been moved to archive'. Below this are 'Archive' and 'Delete' buttons. A table at the bottom shows 'Showing 5 out of 5 records' with columns for checkboxes, star, attachments, from, subject, and date/time. The table contains five rows, all with 'DCI Support' in the 'From' column.

<input type="checkbox"/>	★	Attachments	From	Subject	Date/Time
<input type="checkbox"/>			DCI Support		
<input type="checkbox"/>			DCI Support		
<input type="checkbox"/>			DCI Support		
<input type="checkbox"/>			DCI Support		

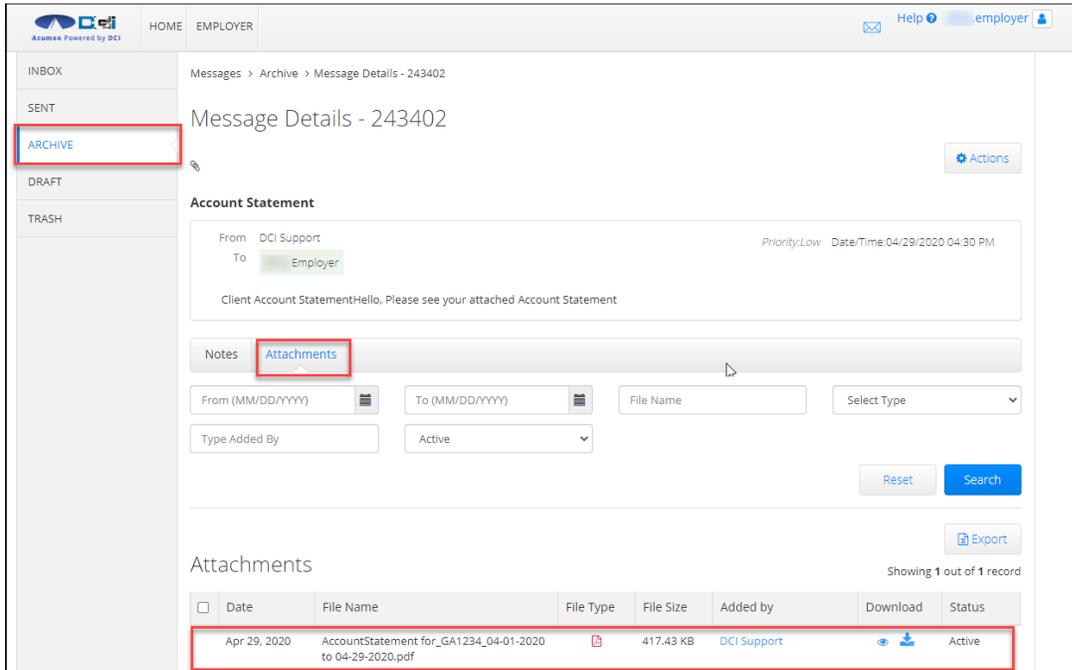
Accessing Archived Message:

Select ARCHIVE on the left side of the DCI Messaging Center.

All Archived messages will appear on the screen, to select the message needed, simply click on the message.



To view statement, click on the Attachments tab. Select the preview or download icon in the attachments section of the message.

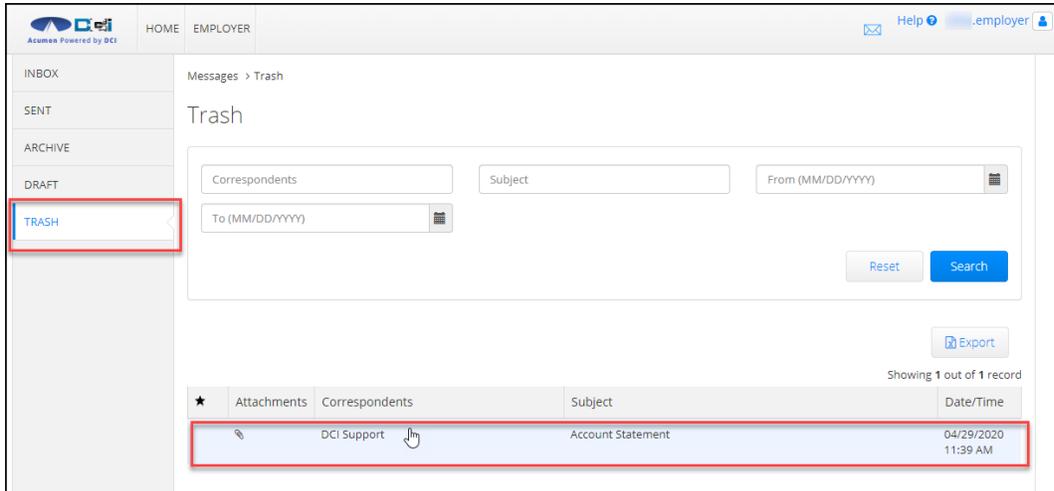


Accessing Deleted Message:

NOTE: Deleted messages are accessible for a limited amount of time and cannot be restored.

Select TRASH on the left side of the DCI Messaging Center.

All Deleted messages will appear on the screen, to select the message needed, simply click on the message.



To view statement, click on the Attachments tab. Select the preview or download icon in the attachments section of the message.

