



County of DuPage



Link to Employee Access Portal

Instruction Manual

Table of Contents

| | |
|--|----|
| Introduction..... | 3 |
| How to Access the LEAP Site | 3 |
| Login | 3 |
| Returning to the LEAP Home Page | 5 |
| Personal Information Section..... | 6 |
| Leave Balances | 7 |
| Change Personal Contact Information | 8 |
| Pay Section | 9 |
| Accessing Pay Checks | 10 |
| Email Notifications for Paychecks | 11 |
| Accessing Tax Documents (W-2, 1095-C)..... | 12 |
| Email Notifications for Tax Documents (W-2, 1095-C)..... | 14 |
| Printing Pay Checks and Tax Documents | 15 |
| Access Year to Date Payroll History..... | 16 |
| Benefits Information Section | 17 |
| Address Changes Section | 18 |
| Address Change Emails..... | 18 |
| Log Out of LEAP | 20 |

Introduction

Welcome to LEAP - a convenient way for employees to access their information through an online portal. This portal, referred to as LEAP, (Link to Employee Access Portal), allows Employees to view their personal information quickly and print information on-demand.

LEAP will also allow employees to request or initiate changes to their current information on file (i.e. change a direct deposit, change a federal or state withholding, and update emergency contact information).

Changes that impact an employee's current benefits, will also require employees to contact the Human Resources office to provide and complete documentation to make the desired changes to their benefits in addition to changes made to LEAP.

How to Access the LEAP Site

Click on the below link to access the LEAP:

<https://leap.dupageco.org/lawson/portal/> or go to the homepage of the Human Resources Department on the County's website.

The most current version of the following web browsers must be used when accessing LEAP:

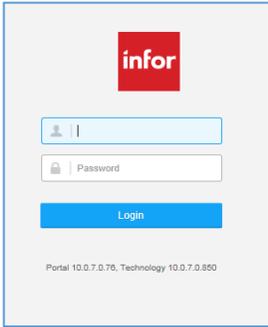
- Internet Explorer
- Firefox
- Safari
- Chrome

Prior to logging into LEAP, your browser must have the pop-up blocker disabled.

If you are unable to login into LEAP, please contact the IT help desk line at 630-407-6992.

Login

Logging in is different for users with a network login and those without. If you normally login to a computer with a network login, follow the first instructions. Otherwise, follow the second.



Employees with a network login:

Employees who have an assigned network user ID and password will use this user ID and password to access LEAP.

Example for users with a network login:

User ID: Your Network ID
 Password: Your Network Password

Employees without a network login:

Employees who do not have an assigned network user ID and password are set up as follows:

User ID: Department Code employee initials (3 digits) *
 Password: 'Dpc' + employeeId + '!'
 (do not include leading zeros in the employee ID number)

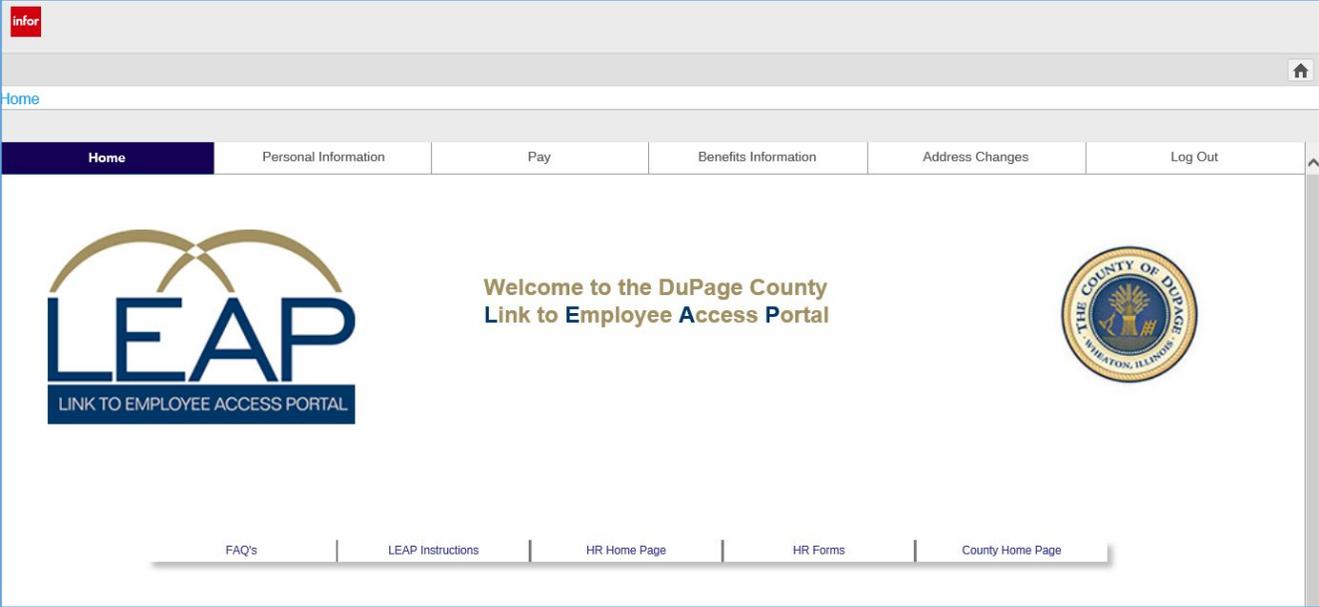
Example for users without a network login:

User ID: HSMRD
 Password: Dpc12345678!

**NOTE: See a complete listing of Department codes below. If you do not see your department in the list, contact your IT support within your office to obtain your employee login and password.*

| Department | Code | Department | Code | Department | Code | Department | Code |
|------------------------|------|-----------------------|------|-------------------------|------|-----------------------|------|
| Animal Control | AC | Coroner | CR | Finance and Procurement | FN | State's Attorney | ST |
| Auditor | AU | County Board | CB | Human Resources | HR | Supervisor of | SA |
| Building and Zoning | BZ | County Clerk | DC | Information Technology | DP | Treasurer | TR |
| Community Services | HS | Credit Union | CU | Probation and Court | PR | Veteran's Assistance | VA |
| Community | CD | Division of | HW | Public Defender | PD | Workforce Development | WD |
| Family Center | FC | Homeland Security | EM | Public Works | PW | Stormwater | SW |
| Psychological Services | PS | ETSB | ET | Recorder of Deeds | RD | | |
| DuPage Care Center | CV | Facilities Management | FM | Security | SC | | |

Once successfully logged in, the LEAP home page will appear.



Returning to the LEAP Home Page

Once done with a section, click on the “Home” icon located at the upper right-hand corner of the page to return to the LEAP home page.



Personal Information Section

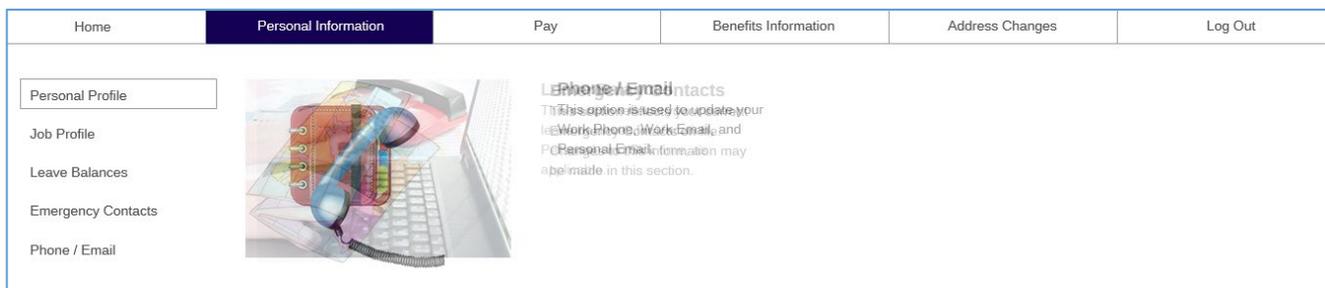
Within the Personal Information Section, there are the following selections:

- Personal Profile
- Job Profile
- Leave Balances
- Emergency Contacts
- Work phone

To access, click on the “Personal Information” section at the top of the page and a list of options will appear. Move the cursor over the section desired and click on the section to open.

The Personal Profile, Job Profile and Leave Balances are view-only. Changes may be made through LEAP to the Emergency Contacts and Contact Phone sections.

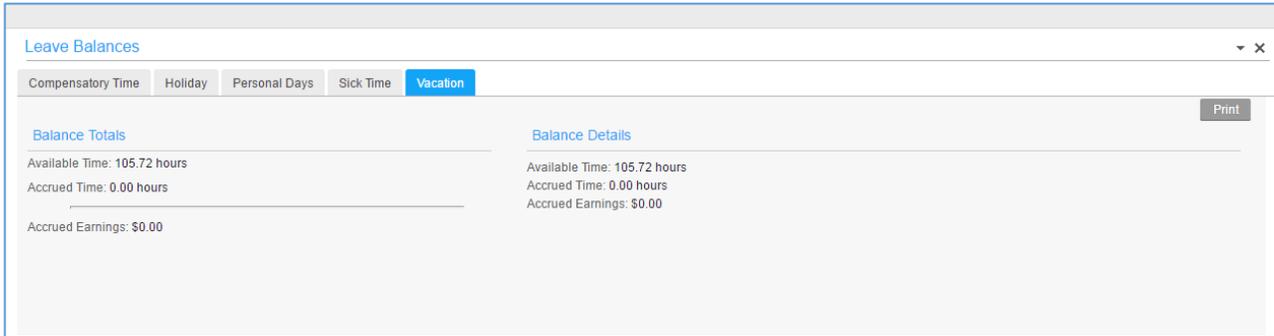
NOTE: Employees who make changes through LEAP are responsible for verifying that the requested change(s) has been made in the system.



Leave Balances

Employees who have their paid time off tracked through Payroll may view their leave balances through LEAP. This includes - Personal Days, Sick Days and Vacation Days.

Employees may click on the leave balance and select the paid time off section they wish to view.



There is an option to print this information out. The print button is located at the upper right-hand of the page.

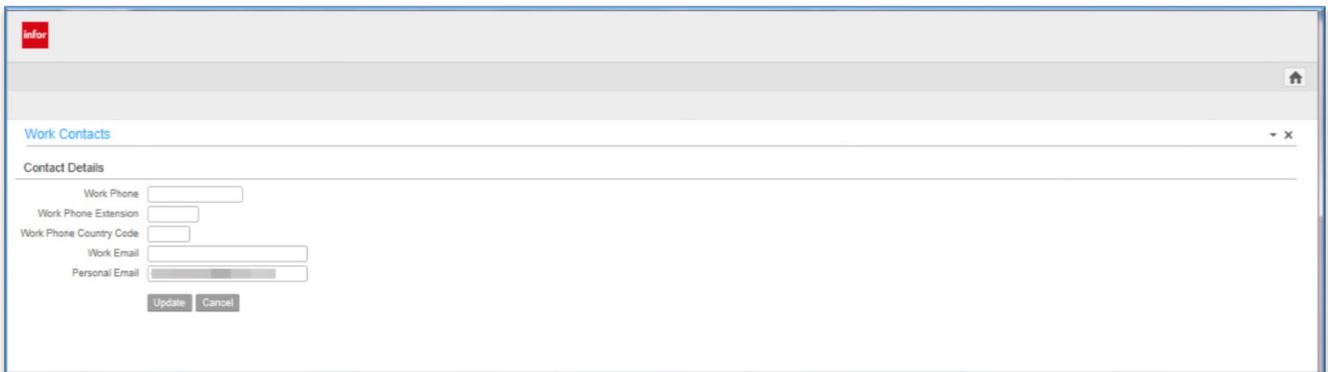
Change Personal Contact Information

Employees may make changes to their emergency contacts and their personal contact information on file. Employees are encouraged to maintain updated information in case of an event in which the employee or emergency contact needs to be reached.

Click on the desired section, employees may add or change information to these sections.

Once desired changes have been made, click onto the “Update” box to submit the change.

The new information should be reflected under the respective section.



The screenshot shows a web interface for 'Work Contacts'. At the top left is the 'infor' logo. Below it is a navigation bar with a home icon. The main content area is titled 'Work Contacts' and contains a sub-section 'Contact Details'. This section includes five input fields: 'Work Phone', 'Work Phone Extension', 'Work Phone Country Code', 'Work Email', and 'Personal Email'. At the bottom of the form are two buttons: 'Update' and 'Cancel'.

Pay Section

In this section, Employees may view and print copies of prior Pay checks and Tax Documents, view their year to date earnings, view and update State and Federal Tax Withholding.

To access, click on the “Pay” section and a list of options will appear. Move the cursor over the section you would like to view and click on the section to open.

| | | | | | |
|------|----------------------|------------|----------------------|-----------------|---------|
| Home | Personal Information | Pay | Benefits Information | Address Changes | Log Out |
|------|----------------------|------------|----------------------|-----------------|---------|

| | | |
|---------------------------------------|---|--|
| Pay Checks / Tax Docs |  | Pay Checks This section allows you to opt-in or out of web delivery of your paychecks, W-2 forms and 1095-C forms. |
| Year To Date Payroll | | |
| Tax Withholding | | |

Payroll related Links (Click to open in a new window)

| | |
|---|---|
|  |  |
|---|---|

Accessing Pay Checks

Within the “Pay” section, click on the “Pay Checks / Tax Docs” option and you will be redirected to the LEAP Document Self-Service section. The below screen should appear.

Home

My Delivery Settings

Paychecks

✓ web

W-2

✓ Authorized

1095-C

✓ Authorized

View My Documents

My Paychecks

My W-2

My 1095-C

Document Self-Service powered by:


MHC SOFTWARE, INC.
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Welcome

Welcome to DuPage County's Document Self-Service!

DuPage County is giving you the opportunity to receive your documents via the web. If you choose 'web' as a delivery setting, your pay check stubs will **only** be available online after each pay period. You will not receive a paper copy if you are opted-in for web delivery. A separate authorization needs to be completed for each of the documents

You can opt-in or opt-out of LEAP web delivery by clicking on "**My Delivery Settings**" or a specific document type. If you opt-in for web delivery, a green checkmark will be displayed on the side menu.

After choosing your delivery settings, you can view any of the documents within the groups displayed on the side menu. Click on "**View My Documents**" or a specific group. Then click on the magnifying glass next to the document you wish to view. Printing or saving the PDF documents are available upon viewing.

NOTE: Popup blockers must be turned off in order to view/print pay checks or tax documents.

Thanks for using LEAP Document Self-Service!

If you receive a pay stub: If your check is automatically deposited and you receive a paper pay stub, by electing to opt-in for LEAP/Web Delivery, you are selecting an environmental friendly option as this will reduce the amount of paper required to be used. When you opt-in, you will no longer receive a paper pay stub.

If you receive a pay check: If you receive a paycheck, you will continue to receive the check whether you are opted-in or opted-out of LEAP/Web Delivery.

How to Opt-In: To opt-in for LEAP/Web Delivery, click on “Paychecks” under “My Delivery Settings” or on “My Paychecks” under “View My Documents”. Then, click Yes for Web Delivery and then Submit.

Email Notifications for Paychecks

If you have a County mailbox, it will be displayed in the Primary Email Address box. If you do not have a County mailbox, your personal email address could be provided for the Primary Email Address. If the Personal Email Address is incorrect, contact the IT Help Desk at 630-407-6992.

If you wish to have notifications sent to a second email address, enter it into the Secondary Email Address box. You can change the secondary email address at any time.

You will get an email to the address(es) that are entered when (1) you opt-in or opt-out of LEAP Web Delivery for Paychecks, (2) you are opted-in and a new paycheck is available in LEAP Document Self-Service. Emails will be sent from payroll2@dupageco.org.

Home > My Delivery Settings

My Delivery Settings

Paychecks

✓ web

W-2 [Authorization Required](#)

1095-C [Authorization Required](#)

View My Documents

My Paychecks

My W-2

My 1095-C

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My Delivery Settings

Paychecks W-2 1095-C

Please choose your delivery options for your Paychecks documents.

You will receive emails at your primary email address: [text box]

as well as your secondary email address: [text box]

Yes No **Web Delivery**

Deliver my Paychecks document(s) via web access.

If you would like to receive copies of your pay stubs through Self-Service, select 'Yes' to opt-in for web delivery. A green check mark in the left menu will indicate your acceptance. An Email confirmation will be sent to the Email address on file through Self-Service. You will also receive an Email notification each time new pay stubs are published.

Submit Cancel

Once you are opted-in for LEAP/Web Delivery, a green check will appear under My Delivery Settings. You can then click on My Paychecks and view/print your paychecks. Paychecks are displayed with the newest one first and are filtered by year. Click on the magnifying glass for the check you want to view. The check will open in a new window.

NOTE: Popup blockers must be turned off to view a check.

Home > My Paychecks Documents

My Paychecks Documents

Please click the Preview icon to view your pay stub. If there is a disclosure available, it will display before your pay stub opens the first time. You may review the disclosure in the future by selecting the disclosure link at any time. Another option is to save the document and open in Adobe Reader for printing.

[Delivery Options](#)

Filter By Year: 2018

| Document Date | Document # | Doc Type | View |
|---------------|------------|----------------|------|
| 3/16/2018 | 00588558 | Direct Deposit | |
| 3/2/2018 | 00586309 | Direct Deposit | |

To print a tax document, refer to the “Printing Pay Checks and Tax Documents” section on page 13.

Accessing Tax Documents (W-2, 1095-C)

You will be able to access your tax documents regardless of your opt-in / authorization status. **When electing to opt-in, it is an environmentally friendly option as it reduces the amount of paper needed annually.**

NOTE: You will need to complete these steps for both W-2 and 1095-C.

Step 1: Click on Authorization Required under the appropriate document and then on Print Test.

W2 Example:

Home

My Delivery Settings

Paychecks
✓ web

W-2
Authorization Required

1095-C
Authorization Required

View My Documents

My Paychecks
My W-2
My 1095-C

Document Self-Service powered by:

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My Delivery Settings - Tax Document - Authorization

You are entitled to receive IRS Form W2 from The County of DuPage. This Form is required by Internal Revenue Code section 3402. You will need to print your Form W2 and attach it to a federal, state, or local income tax return.

When you log into the Employee Self Service website to retrieve your electronic copy, you will be asked to give your consent (authorization) to receive that copy electronically. However, you are not required to consent. We will furnish you a paper copy if you do not consent to the electronic delivery. Here are some things you should know about consenting to electronic delivery of your Form W2:

- If you consent to electronic delivery, that consent will remain in effect until you revoke it.
- Even if you consent to receiving your Form W2 thru the Employee Self Service, you may print a paper copy by going to View My Documents.
- You may at any time, withdraw your consent to electronic delivery. To withdraw your consent, log into the Employee Self Service and select NO to electronic delivery. We will confirm the withdrawal of your consent either electronically or on paper. The withdrawal of your consent does not apply to previous Forms W2 provided to you electronically, pursuant to your request. You can always print paper copies by going to View My Documents.

We will cease providing you a Form W2 electronically if you terminate employment. In addition, the Form W2 will no longer be available online after you terminate employment.

Again, if you would like to receive your Form W2 electronically, it is available by logging into the Employee Self Service and giving consent. If you would like to change your contact information, please make those changes in the Employee Self Service website also.

You must successfully print a test page before you agree. [Print Test](#)

1095-C Example:

Home

My Delivery Settings

Paychecks
✓ web

W-2
✓ Authorized

1095-C
Authorization Required

View My Documents

My Paychecks
My W-2
My 1095-C

Document Self-Service powered by:

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My Delivery Settings - Tax Document - Authorization

You are entitled to receive IRS Form 1095-C from The County of DuPage. This Form is required by Internal Revenue Code section 6055 and 6056. This form:

- Reflects the months (if any) during 2017 during which you and, as applicable, any of your dependents were covered under our self-insured health plan. You may need the information on this form when you prepare your federal income tax return for 2017. You might need to print your Form 1095-C and attach it to a federal, state, or local income tax return.

This Form 1095-C is available to you electronically by logging into the Employee Self Service portal (LEAP).

When you log into LEAP to retrieve your electronic copy, you will be asked to give your consent(authorization) to receive that copy electronically. Consent to electronic delivery is voluntary. We will furnish you a paper copy if you do not want to consent to the electronic delivery. Here are some things you should know about consenting to electronic delivery of your Form 1095-C:

- If you consent to electronic delivery, that consent will remain in effect until you revoke it.
- Even if you consent to receiving your Form 1095-C thru the Employee Self Service, you may request a paper copy by removing your authorization to receive your 1095C electronically.
- If you consent and then request a paper copy, we will consider that request a withdrawal of your consent to receiving your Form 1095-C electronically.
- You may at any time, withdraw your consent to electronic delivery. To withdraw your consent, log into the Employee Self Service and select NO to electronic delivery. We will confirm the withdrawal of your consent either electronically or on paper. The withdrawal of your consent does not apply to previous Forms 1095-C provided to you electronically, pursuant to your request. You can always print paper copies by going to View My Documents.

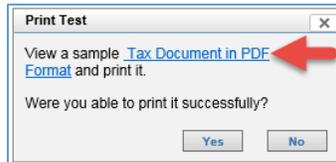
We will cease providing you a Form 1095-C electronically if you terminate employment. In addition, the Form 1095-C will no longer be available online after you terminate employment.

Again, if you would like to receive your Form 1095-C electronically, it is available by logging into the Employee Self Service and giving consent.

If you would like to change your contact information, please make those changes in the Employee Self Service portal.

You must successfully print a test page before you agree. [Print Test](#)

After clicking “Print Test”, a popup will appear. Click on the link labelled “Tax Document in PDF Format” and the sample document will open in a separate window.

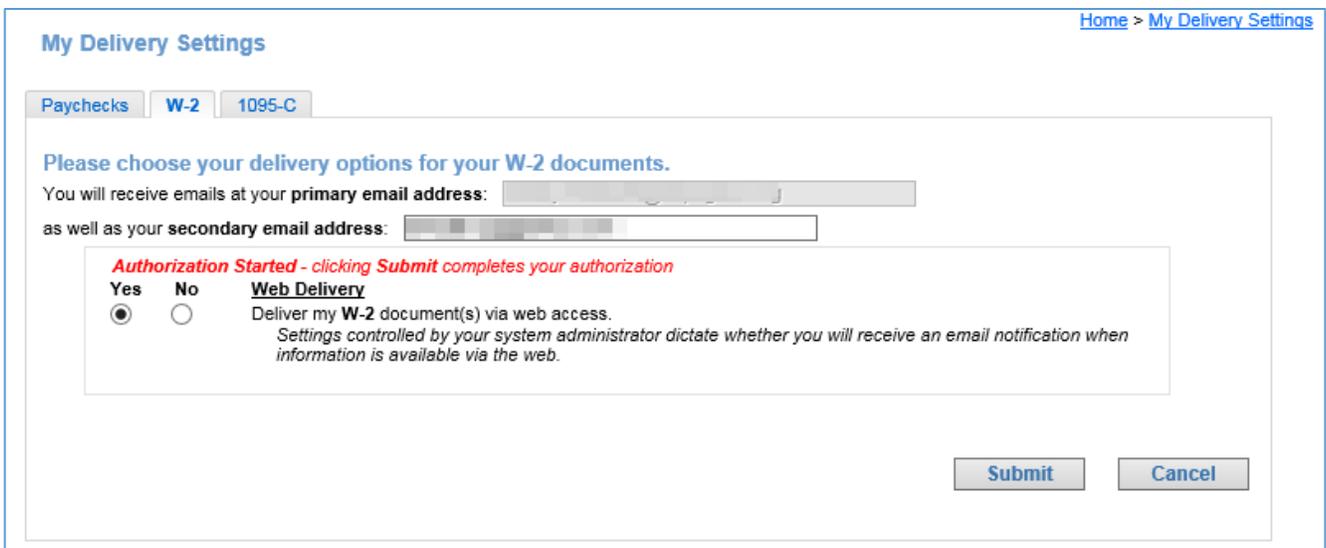


Step 2: Print the document and, if it prints successfully, return to the LEAP window and click “Yes”.

Step 3: After clicking “Yes”, the window will refresh. Read the Authorization statement and click the “I Agree” button to proceed.



Step 4: Finally, verify that “Yes” is selected for Web Delivery and click “Submit”.

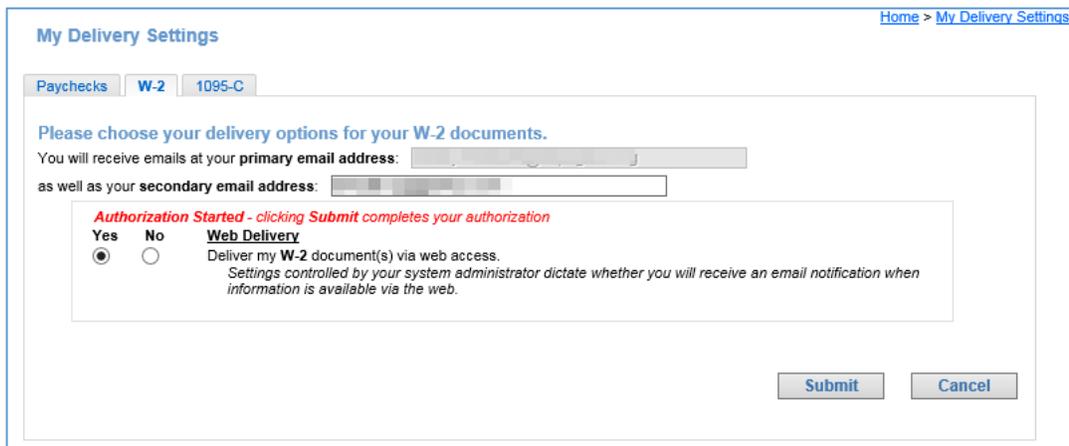


Email Notifications for Tax Documents (W-2, 1095-C)

If you have a County mailbox, it will be displayed in the Primary Email Address box. If you do not have a County mailbox, your personal email address could be provided for the Primary Email Address. If the Personal Email Address is incorrect, contact the IT Help Desk at 630-407-6992.

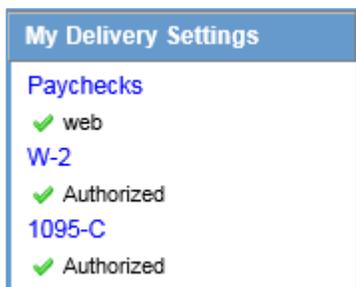
If you wish to have notifications sent to a second email address, enter it into the Secondary Email Address box. You can change the secondary email address at any time.

You will get an email to the address(es) that are entered when (1) you opt-in or opt-out of LEAP Web Delivery for the tax document you changed, (2) you are opted-in for a specific tax document and a new one is available in LEAP Document Self-Service. Emails will be sent from payroll2@dupageco.org.



The screenshot shows the 'My Delivery Settings' page for W-2 and 1095-C documents. It includes a breadcrumb trail 'Home > My Delivery Settings', tabs for 'Paychecks', 'W-2', and '1095-C', and a heading 'Please choose your delivery options for your W-2 documents.' Below this, there are input fields for 'primary email address' and 'secondary email address'. A section titled 'Authorization Started - clicking Submit completes your authorization' contains radio buttons for 'Yes' (selected) and 'No', and a 'Web Delivery' section with a description: 'Deliver my W-2 document(s) via web access. Settings controlled by your system administrator dictate whether you will receive an email notification when information is available via the web.' At the bottom right are 'Submit' and 'Cancel' buttons.

After completing the steps above, a green arrow will show by the document(s) for which you completed the steps.



The screenshot shows the 'My Delivery Settings' sidebar menu. It lists 'Paychecks' with a green checkmark and 'web' below it. Under 'W-2', there is a green checkmark and 'Authorized'. Under '1095-C', there is a green checkmark and 'Authorized'.

Once tax documents are made available, you will be able to access them by clicking the links under “View My Documents”.

To print a tax document, refer to the “Printing Pay Checks and Tax Documents” section below.

Printing Pay Checks and Tax Documents

The print function is different based on the browser used. The samples below show the methods for printing in the various browsers. These instructions apply to both Pay Checks and Tax Documents.

Internet Explorer

Roll over the image on the left and the Adobe tools will be displayed. Depending on the version of Adobe that is installed, the Adobe tool bar may look different. Click on the print icon or follow the instructions on the right side of the page.

The screenshot shows the 'LEAP Document Self-Service' interface. The main content is a 'DU PAGE COUNTY PAYROLL ADVISE' document. Below the document, an Adobe toolbar is visible with a red arrow pointing to the print icon. To the right, a text box provides instructions on how to print the document.

| EMPLOYEE NO. | | EMPLOYEE NAME | | PERIOD ENDING | | | |
|-----------------|---------|---------------|------------------------|---------------|----------|--------------|--|
| | | | | 12/15/2017 | | | |
| PAY DATE | | RATE | DEPT. | VACATION HRS | SICK HRS | PERIOD START | |
| 12/22/2017 | | | | | | 12/02/2017 | |
| EARNINGS | | | DEDUCTIONS | | | | |
| HRS. | CURRENT | Y.T.D. | | CURRENT | Y.T.D. | | |
| Regular Earning | | | FICA-OASDI-EE | | | | |
| Sick Pay | | | FICA-HI-EE | | | | |
| Medical Opt Out | | | Federal Tax-EE | | | | |
| Dental Opt Out | | | Illinois State Tax-EE | | | | |
| Vacation Pay | | | VOYA-Amount | | | | |
| Holiday Pay | | | IMRF-Regular Tier 1-EE | | | | |
| Personal Days | | | FSA-Health | | | | |
| TOTAL PAY | | | AFLAC-PreTax-EE | | | | |
| | | | Credit Union-BiWeekly | | | | |
| | | | Charity | | | | |
| | | | NET PAY | | | | |

Online Viewing
Your document may appear to the left of this message or open in a separate window. In order to print your document, either right-click on the document and choose to print or use the Adobe toolbar icon showing a printer. Another option is to save the document and open it in Adobe Reader for printing.

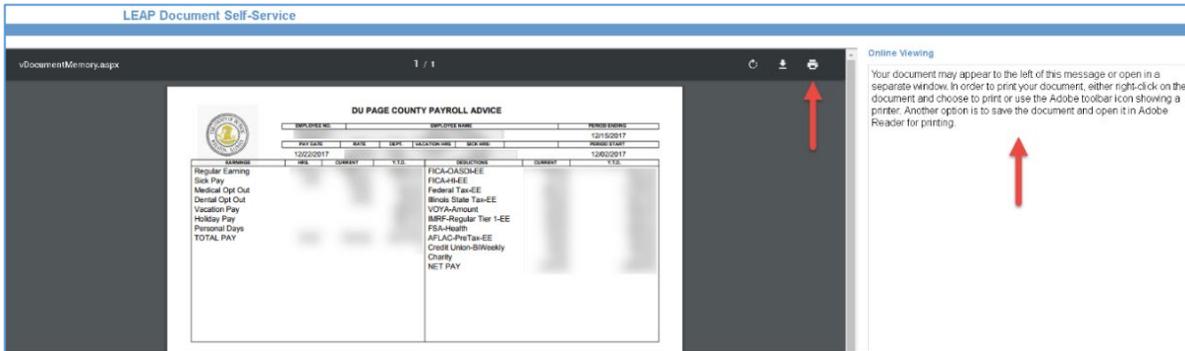
Firefox

Click the print icon above the image. The right-click option does not work.

The screenshot shows the same 'LEAP Document Self-Service' interface as the Internet Explorer example. In this browser, the Adobe toolbar is not visible. Instead, a red arrow points to the print icon in the browser's address bar area.

Chrome

Click the print icon or follow the instructions on the right side of the page.



Edge

Edge will not allow printing of PDFs directly from the browser. Save the PDF to the computer; open and print using Adobe Reader.

WARNING: Do not use Edge on a public terminal because you are saving documents to the computer.

Access Year to Date Payroll History

Click on the Year to Date Payroll History section. Enter the year you wish to view and click “continue” to view. Note: This data will only provide you with information from 2015 to the current year.

Year to Date

Years

NOTE: Year to Date Payroll is not working correctly for 2018. We are investigating a solution.

*Required fields are indicated.

Select a year.*

- 2018
- 2017
- 2016
- 2015

Make the changes desired (Marital status, number of allowances claimed and/or additional dollar amount withheld each pay check). Once completed, select the “Continue” button located at the bottom right-hand corner of the page. A dialog box should appear, select “update” to continue.

Benefits Information Section

Employees may view the benefits they are currently enrolled in and how much they have contributed to date through payroll to a Flexible Spending account.

To access, click onto the “Benefits” section and two options will appear, “Current Benefits” and “Spending Accounts”. Click on the desired section.

Home Personal Information Pay **Benefits Information** Address Changes Log Out

Current Benefits

Spending Accounts

BENEFITS

Current Benefits
Use this option to view your current Benefits including Health, Dental, Life, and Retirement Plans you are currently enrolled in.

Benefits Provider Links (Click to open in a new window)

Blue Cross Blue Shield of Illinois

SUPERIOR VISION

WorkplaceSolutions®

DELTA DENTAL

HealthAdvocate
Always at your side

Discovery Benefits®

TELADOC.

These pages are ***view only*** and no changes can be made to this information. Contact the Human Resources office with any questions regarding the benefit information provided on LEAP.

Links to several of the current benefits providers are available on the Benefit’s Information home page. Employees can click on the link and a new tab will open to the vendor’s page. To exit the vendor page, click on the “X” and that vendor page will close and return you back to LEAP.

Address Changes Section

Employees may enter personal address through LEAP. This submittal updates the HR/Payroll system.

| | | | | | |
|------|----------------------|-----|----------------------|------------------------|---------|
| Home | Personal Information | Pay | Benefits Information | Address Changes | Log Out |
|------|----------------------|-----|----------------------|------------------------|---------|



Address Change
This option is used to process a Move and updated your Home Address information.

NOTE: You must also contact HR within 30 days to submit an address change in the benefits system.

NOTE: Employees who make changes through LEAP are responsible to verify that the requested change has been made in the system.

To access, click on the “Personal Changes” section and a list of options will appear on the left-hand side of the screen. From this, select and click on the appropriate option.

For example, if an Employee’s primary residence has changed, they would select “Address Change”. Once this section is selected, the below screen will appear:

Move

Address

Home Supplemental

*Required fields are indicated.

Effective Date* 12/01/2015 
MM/DD/YYYY

Address 1 203 Main St.

Address 2

Address 3

Address 4

City or Address 5 Wheaton

State or Province Illinois

Postal Code 60187

County

Country United States of America

Phone (630)xxx-xxx

Phone Country Code

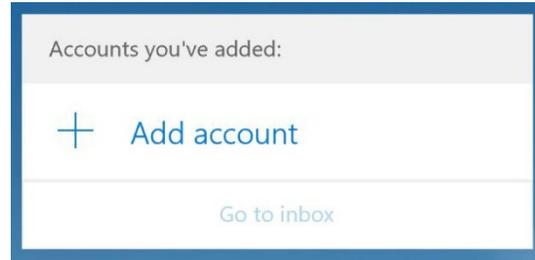
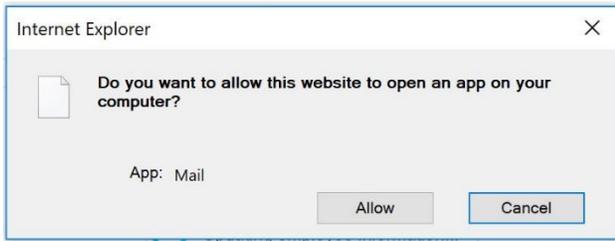
Update

Make the changes to Home and Supplemental as needed. Once the changes are made, click the “Update” button to submit your change of address request.

Address Change Emails

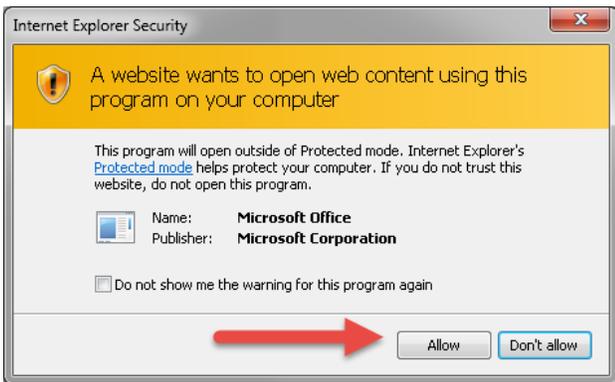
When making address changes, an email is sent to HR with the updated information. **This email must be sent to notify Human Resources Payroll division of the requested change.**

NOTE: If you receive either of the following messages please contact HR to notify them of the changes made in LEAP. These messages indicate you do not have an email tool installed on the PC you are using.

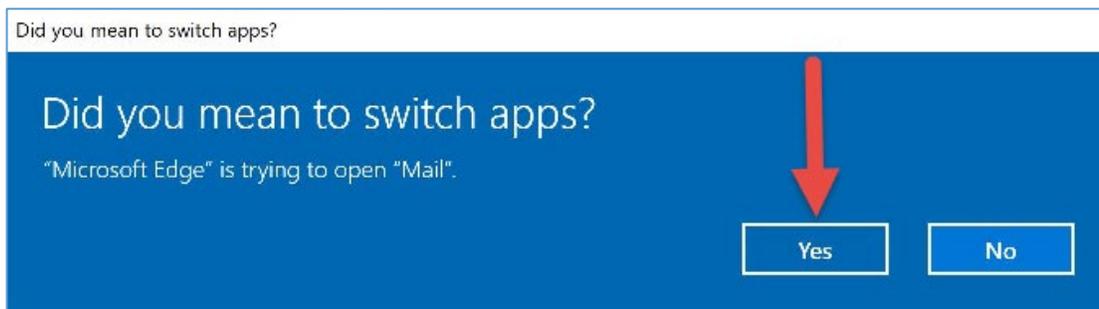


NOTE: If you are asked to switch applications or allow access to the email tool installed on the PC you are using, please click 'Allow' or 'Yes' so the email tool can open a message to be sent to HR.

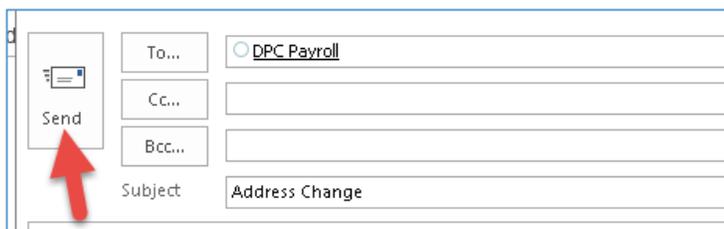
Popup in Internet Explorer:



Popup in Edge:

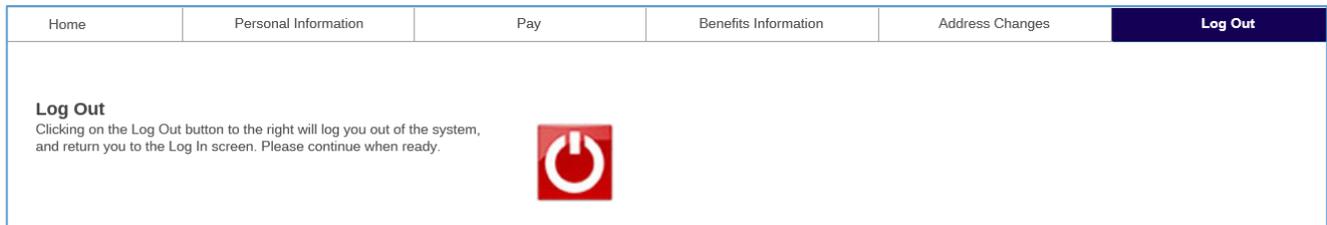


In all browsers, an email box will open with the employee information. Click Send.



Log Out of LEAP

To end your session from LEAP, click on the “Log Out” bar located on the right-hand side of the screen.



A screen will appear, to complete the log out, **click on the red icon.**

This will end your current session and will return you back to the initial log in screen. Your session in LEAP has now ended. **ONCE LOGGED OFF, CLOSE ALL BROWSER WINDOWS.**