

Town of North Attleborough Harper's Self-Service Employee Guide

Welcome to Harper's Self-Service

The Town of North Attleborough is pleased to introduce Harper's Self-Service through EmployeeForward.com, giving employees greater control and access to their personal information, anytime and anywhere.

Through this platform, you can now update or change the following information:

What You Can Update

1. Demographic Information

- Address (street and number, city, state, zip code)
- Email address
- Phone number (home and mobile)
- Gender
- Ethnicity

2. Direct Deposit

- Update bank account information for payroll deposits
- Add or modify multiple accounts for deposit splitting

3. Emergency Contact

- Add or edit emergency contact details, including names, phone numbers, and relationships

4. Federal and State Tax Information

- Adjust your withholding elections (W-4 and state equivalent forms)

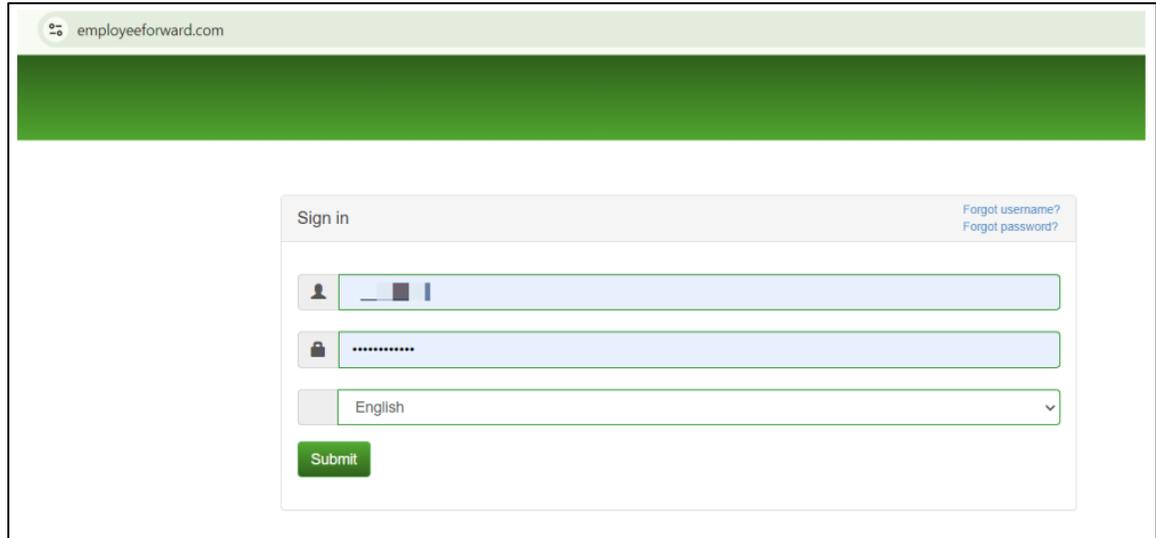
Important Notes

Verification Required: All changes submitted through EmployeeForward.com are subject to verification by the Town's Human Resources Department before taking effect. You may be contacted for supporting documentation if necessary (e.g., legal name change, banking documents, etc.).

Security Reminder: Always log out of your session after accessing the site from a shared or public computer.

How to Access Your Account

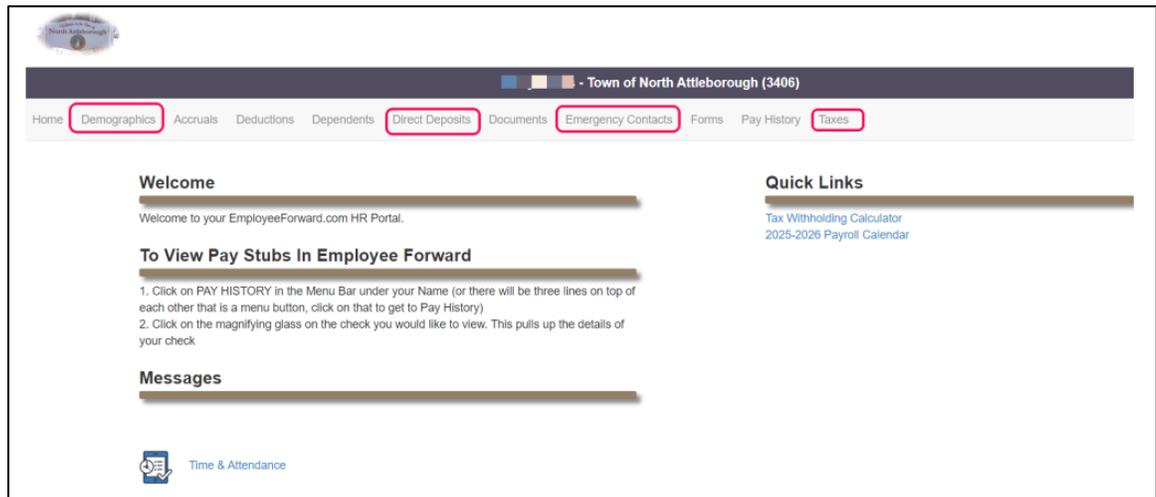
1. Go to <https://www.employeeforward.com>
2. Log in using your assigned username and password



The screenshot shows the login page for EmployeeForward.com. At the top, there is a green header with the website name. Below this is a white box containing the login form. The form has a title "Sign in" and two links: "Forgot username?" and "Forgot password?". There are three input fields: a username field with a person icon, a password field with a lock icon and masked characters, and a language dropdown menu currently set to "English". A green "Submit" button is located at the bottom of the form.

If you need login help, contact the HR Department for assistance.

3. Locate the services that you want to update on the Navigate menu



The screenshot shows the HR Portal dashboard for the Town of North Attleborough (3406). At the top, there is a navigation menu with the following items: Home, Demographics, Accruals, Deductions, Dependents, Direct Deposits, Documents, Emergency Contacts, Forms, Pay History, and Taxes. The "Demographics", "Direct Deposits", "Emergency Contacts", and "Taxes" items are highlighted with red boxes. Below the navigation menu, there are three main sections: "Welcome", "To View Pay Stubs In Employee Forward", and "Messages". The "Welcome" section includes a message: "Welcome to your EmployeeForward.com HR Portal." The "To View Pay Stubs In Employee Forward" section contains two numbered instructions: 1. Click on PAY HISTORY in the Menu Bar under your Name (or there will be three lines on top of each other that is a menu button, click on that to get to Pay History) 2. Click on the magnifying glass on the check you would like to view. This pulls up the details of your check. The "Messages" section is currently empty. At the bottom left, there is a "Time & Attendance" icon and link. On the right side, there is a "Quick Links" section with two links: "Tax Withholding Calculator" and "2025-2026 Payroll Calendar".

4. Click on the section you wish to update (e.g., Direct Deposit, Tax Info)

5. Follow on-screen instructions to make your changes

For demographic information

Town of North Attleborough (3406)

Home **Demographics** Accruals Deductions Dependents Direct Deposits Documents Emergency Contacts Forms Pay History Taxes

Under demographics you are able to edit the fields that are editable such as address, phone and email

click submit once completed

Employee Information

Name

Address 1

Address 2

City

State

Zip code

Email address

Home phone

Mobile phone

Status

Title

Position code

Gender

Ethnicity

Birth date

Hire date

Level 1

Branch

For Direct Deposit Information

Town of North Attleborough (3406)

Home Demographics Accruals Deductions Dependents **Direct Deposits** Documents Emergency Contacts Forms Pay History Taxes

under direct deposits you can click the pencil icon to edit

Direct Deposits

| Priority | Transit | Account | Account Type | Amount Code | Amount | Start Date | End Date |
|----------|---------|---------|--------------|--------------------------|--------|------------|------------|
| 1 | | | Checking | Flat amount if available | | | 12/31/2100 |
| 2 | | | Checking | Percent of net pay | | | 12/31/2100 |

Once you click the pencil icon, you will enter your information using the visual guide provided

Home Demographics Accruals Deductions Dependents **Direct Deposits** Documents Emergency Contacts Forms Pay History Taxes

Direct Deposit

5284

Routing / Transit Number Account Number

You are able to enter your bank account information here

Routing/Transit *

Bank name

Account number *

Account Type * Checking Savings

Amount Code * Flat amount if available
(Flat amount of \$300.00, or \$0.00 if remaining net pay is less than \$300.00)

Amount *

Start Date * 07/12/2024

End Date * 12/31/2100

Click submit when done

Important Notes on Direct Deposit

- If changing one or more of your Direct Deposit accounts, first Delete the old account and then go back and Add the new account.
- If choosing two (2) Direct Deposits, the second account must **always** have “Percent of net pay” in the Amount Code field and “100.00” in the Amount field. Otherwise you may end up receiving a live check for a penny or two. This doesn’t seem to make sense, but that is the way the programming works.
- If you have an urgent change to your Direct Deposit account, please contact the HR department directly to ensure your change is made timely.

For Emergency Contact

Home Demographics Accruals Deductions Dependents Direct Deposits Documents **Emergency Contacts** Forms Pay History Taxes

Emergency Contacts

click pencil icon to enter or edit info

| Name | Relationship | Home phone | Cell/Work Phone |
|----------------------|--------------|----------------------|----------------------|
| <input type="text"/> | Spouse | <input type="text"/> | <input type="text"/> |

For Tax Information

You can edit both federal and state tax information

Home Demographics Accruals Deductions Dependents Direct Deposits Documents Emergency Contacts Forms Pay History **Taxes**

click pencil icon to edit

Taxes

| Tax | Filing Status | Exemptions | Exemptions 2 | Add'l Amount | Add'l Pct |
|------|---------------|------------|--------------|--------------|-----------|
| FITW | M | 0 | 0 | 50.00 | 0.00 |
| MA | M | 0 | 0 | 50.00 | 0.00 |
| MED | N/A | 0 | 0 | 0.00 | 0.00 |

Federal Tax Form

Home Demographics Accruals Deductions Dependents Direct Deposits Documents Emergency Contacts Forms Pay History **Taxes**

You can click on the actual tax form here to read instructions

IRS Form W-4: Employee's Withholding Certificate

NOTE: You should look at the actual form and read the instructions before completing this form

Step 1: Personal information

First name and middle initial

Last Name

Address

City or town, state, zip code

Filing Status *

Required
(Note: choose Head of household only if you're unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual)

6. **REMEMBER:** You must save and submit your changes for HR review and approval.

Questions or Help?

If you have questions or encounter issues, please contact:

Human Resources Department
 Town of North Attleborough
 Email: ess@nattleboro.com
 Phone: 508-643-2175