Navegación del Portal del Empleado y Verificación de la Información Las instrucciones que se indican a continuación están diseñadas para guiar al

empleado a través del portal de Trion. Para acceder a la página de inicio de sesión,

haga clic aquí: Portal del Empleado (trionworks.com).

Para crear su nombre de usuario y contraseña, seleccione **Registrarse** y siga las indicaciones. Una vez que se haya registrado y creado las credenciales, inicie sesión para obtener acceso al Portal del empleado. Dentro del portal puede ver información personal y realizar cambios si es necesario.

Panel de control - Después de iniciar sesión, accederá de forma predeterminada a la página del panel de control.
 a) Desde el panel de control , tiene acceso rápido a los recibos de pago, beneficios y cualquier

Swipeciock Innecard	SICK TIME	Pay		ome Page
O Sony. We are unable to sign you in at this time. Please contact your supervisor	Planned Taken Available     O Hours 127 Hours	Most Recent Pay Statements 01/21/2022	>	ashboard ersonal
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😭 Dashboard	DENTAL HIGH EMPLOYEE Effective 01/01/2021	Life Events	Toolbar	- Navigation 1
💄 Personal	View Benefits Summary	You can change your benefits based on your qualifying life event by start the process here.		
😻 Benefits	Birthdays & Anniversaries	* Life Events		
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Documents

Onboarding

Paid Time Off

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Events

Taxes

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mensaje de su empleador.

- el extremo izquierdo de la página. i. Página de inicio: igual que el panel de control
  - ii. Salpicadero
  - iii. Personal
  - iv. Beneficios
  - v. Pagar
  - vi. Tiempo de enfermedad
  - vii. Documentos
  - viii. Eventos
  - ix. Impuestos
  - xi. Tiempo libre remunerado

- **II. Personal** : en la pestaña Personal, puede ver su Resumen de empleo, Información personal, Información de contacto, Dirección, Contacto de emergencia y Estado de veterano.
  - a) Resumen del empleado: es de solo lectura y proporciona un resumen de su información de empleo.
  - b) Información personal: vea solo la información específica para usted.
  - c) Información de contacto Correo electrónico y número de teléfono.
  - d) Dirección: si se ha mudado o su dirección no aparece correctamente, puede seleccionar la pestaña Dirección y seleccionar Cambiar dirección. Aquí puede completar y guardar una <u>dirección diferente</u> para cada opción:
    - i. Residente
    - ii. Mailing
    - iii. W-2
  - e) Contacto de emergencia
  - f) Estatus de Veterano



Dashboard Address Home Page 1 Podrá actualizar su You can save a different Address dirección postal Dashboard address for each option. seleccionando RESIDENT MAILING W-2 Personal Cambiar Employment Summary dirección. Change Address Personal Info Contact Info 625 Fayetteville Street PLYMOUTH, MA 02360 Address PLYMOUTH County **Emergency Contacts** Veteran Status

 Después de ingresar la información de la dirección, seleccione Verificar dirección. Esto se puede hacer para sus preferencias de dirección <u>de residente, correo y W-2</u>.



- III. Beneficios : si tiene beneficios a través de Trion, accederá a su información de beneficios aquí.
- IV. Pago: aquí podrá ver el historial de pagos, ver su información hasta el año seleccionando Consulta de nómina y agregar o eliminar una cuenta de Depósito Directo.
  - a. Historial de pago: talones de cheques
  - b. Consulta de nómina
    - i. Ganancias
    - ii. Impuestos retenidos
    - iii. Deducciones
    - iv. Historial de pago
  - c. Depósito directo: los empleados pueden tener hasta 8 cuentas de depósito directo.



i. Para agregar una cuenta, seleccione **Agregar cuenta**.

Dartoart ) Deer Depose					
Direct Deposit					
1 Select an account to a	nake changes				<b>~</b>
Bank Account	s				문 Test Calculator Add Account
Account Type	Account Number	Routing Number	Deposit Method O	Amount	Maximum Account Status
Checking	Show	124000737	Percent	75	Activie
Checking	Show	123000220	Fixed	35	Active
Checking	show	124000737	Fixed	10	Active
Checking	show	102189285	Fixed	5	Active

A continuación, complete todos los campos
obligatorios de información de la cuenta. Una
vez completado, seleccione <b>Agregar</b> .

Ac	ccount Info			John Doe réligion de la constance de la co
* ;	Routing Number	* Bank Name		1 mm
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1	x0000000X		Show	
Se	ettings			
* [	Deposit Method 😧			* Amount
			~	
Ma	aximum			

- V. **Tiempo de enfermedad**: si un empleado califica para el tiempo de enfermedad, toda la información se encontrará aquí <u>o en la pestaña **Tiempo libre pagado** en las opciones del menú.</u>
- VI. **Documentos** : la pestaña Documentos almacenará los formularios de los empleados, cargados por el empleador o el empleado.
- VII. Eventos : informará a un empleado de cualquier evento próximo, como la inscripción abierta.
- VIII. Impuestos : las selecciones de impuestos de los empleados se pueden ver, actualizar o imprimir desde esta pestaña.



d) Para actualizar la información de retención de impuestos, seleccione **Actualizar formularios.** 

Update Forms
MA State Tax - Resident
Status Head of Household
Number Of Exemptions Claimed



i. A continuación, seleccione **Iniciar** en Centro de recursos de retención de empleados.

A continuación, seleccione las opciones para actualizar las retenciones federales y/o estatales. A continuación, seleccione,

#### Continuar.



iii. Complete la Encuesta Federal seleccionando la opción apropiada.
 Ejemplo: Seleccionar, quiero continuar en inglés. A continuación, seleccione Siguiente.

Home Page Y Tax Withholding	
	Federal — Survey
Check my progress	Select the correct choice: Foreign Earned Income Exclusion, Nonresident Alien, Continue in English, or Continue in Spanish
Survey	<ul> <li>Foreign Earmed Income Exclusion - I expect to qualify for the foreign earned income exclusion under either the bona fide residence or physical presence test for calendar year or other tax year</li> <li>Nonresident Alien - I am exempt from withholding on compensation for independent (or eligible dependent) personal services of a Nonresident Alien Individual, see instructions for Form 8233</li> <li>Quiero continue in English Instructions for Form 8233:         <ul> <li>Alient Next</li> <li>Norte State</li> <li>Norte State</li> <li>Norte State</li> <li>Norte State</li> </ul> </li> </ul>

iv. A continuación, se le dirigirá a Iniciar los formularios seleccionados en el paso anterior. Escoger **Empieza** a empezar tu formulario.

Check my progress	Based on Federal v	answers you vithholding form	provided, n(s) may	, we have determined the following apply to you.	
Summary		Locality	Name	Title	Status
	Start	FEDERAL	W-4	Employee's Withholding Certificate	Not completed

v.

Siga las indicaciones y complete todos los campos obligatorios.

Home Page Tax Withholding	
	Federal — Employee's Withholding Certificate — W-4
Wizard O Form and Instruction     O Cherk my programs	
Greeking progress	Would you like to complete step 4 (Other Adjustments) for other income, deductions, and extra withholding? This step is optional.
Nonresident Alien	V Yes     No
Exemption	Back Next >
Filing Status	
Step 2 Survey	
Dependents survey - Step 3	Bequired Fields
Step 3	
Other Adjustments Survey (Optional) -	Step 4

vi. Desplácese para revisar las selecciones de formularios. **Imprima** el formulario si lo desea. Si la información parece ser correcta, seleccione **Enviar formulario**.

izard O For	m and Instructions	5		
Please revi	iew the docum	ent below		
If you would like	ke to make any ch.	anges, you may return to	the previous page.	
If you would li	ke to submit this fo	orm, please agree to the te	erms below.	
🗆 Under pen	alties of perjury, 1 d	declare that this certificate,	, to the best of my kn	wledge and belief, is true, correct, a
Submit F	orm 🖨 Print	<b>—</b>		
	2 IV 10			
Fam W-4	4 CONTRACTOR NO.	Employee's Withholding C	ertificate	CARR NO. 1542-0076
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IX. Cierre de sesión / Configuración de la cuenta: ubicado en la esquina superior derecha de su pantalla, seleccione el ícono con su primera inicial.

- a) Selecciona **Configuración de la cuenta** para restablecer tu contraseña.
- b) Cerrar sesión : para finalizar la sesión.

