

STAY

CONNECTED

Electronic Self Service

eServe

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Logging In From Home

- Go To www.mclaneco.com
- Click McLane Teammates
- Click the Login to eServe link
- This link will take you to the Self Service Login Page

Logging In from the eServe Kiosk

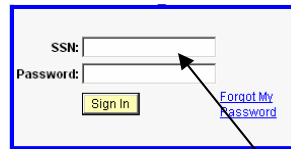
- When you walk up to the eServe Kiosk the Self Service Login Page will appear.

Logging In from Your Desk

- There will be a link to eServe from www.mclaneco.com
- Click McLane Teammates
- Click the Login to eServe link
- This link will take you to the Self Service Login Page

Your Password- Protect Your Password

- When logging in you are going to be asked for your SSN and Password.

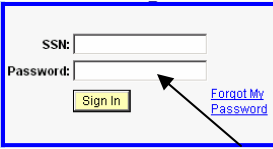
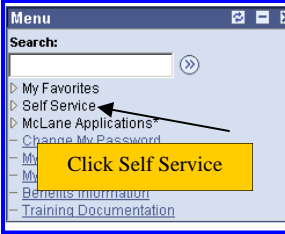


The image shows a login form with two input fields: 'SSN:' and 'Password:'. Below the SSN field is a 'Sign In' button. To the right of the password field is a blue link that says 'Forgot My Password'. A blue arrow points from the 'Forgot My Password' link to the SSN input field.

- Your SSN is your Social Security Number.

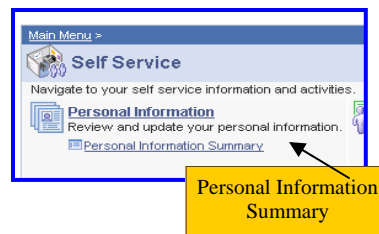
SSN

Your Security Question & Password

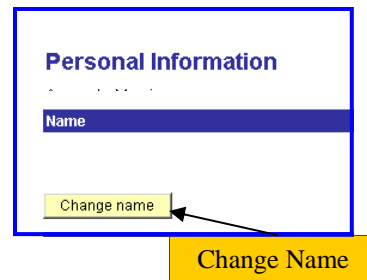
- Your password is your Month, Day and Year of Birth. For example if you were born January 1, 1969 your password would be 010169.

- After you have logged in for the first time, you will be asked to pick and answer a security question. You will also be asked to change your password.
- Your password needs to be at least 6 characters—letters and/or numbers.
- Once you have changed your password you will click Ok .

- This will take you to the Self Service Menu.
- Click Self Service

To Change Your Name

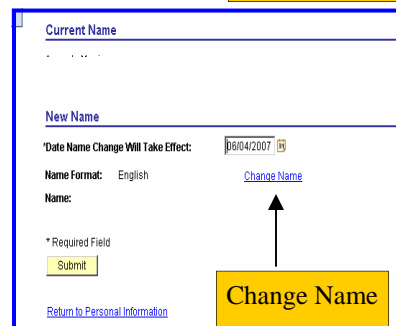
- Click Personal Information Summary



- Click Change Name



- Click Change Name



To Change Your Name

- Delete the part of your name that is changing
- Type in the new name
- Click OK
- Verify that you made the correct change
- Click Submit
- Click Ok
- Click Return to Personal Information to exit this screen

English Name Format

Prefix: [dropdown]

First Name: Amanda Middle Name: R

Last Name: Mentiam

Suffix: [dropdown]

Display Name: Amanda Mentiam

Formal Name: Amanda Mentiam

Name: Mentiam,Amanda R

OK Cancel

Click OK

New Name

Date Name Change Will Take Effect: 06/04/2007

Name Format: English [Change Name](#)

Name: Amanda Brown

* Required Field

Submit

Click Submit

[Return to Personal Information](#)

In order to complete your change, you will need to provide a copy of the official government issued identification document to your local HR Team. Change requests must match exactly as identified in the official government issued identification document. The requested required proof has been received and verified.

OK Cancel

Click Ok

New Name

Date Name Change Will Take Effect: 06/12/2007

Name: [dropdown]

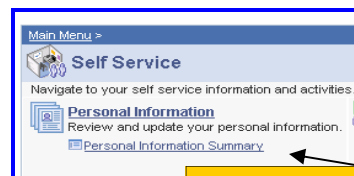
Name: [dropdown]

[Return to Personal Information](#)

Return to Personal Information

To Change Your Address

- Click Personal Information Summary



Personal Information Summary

- Click Change Home Address



Change Home Address

- Click Change



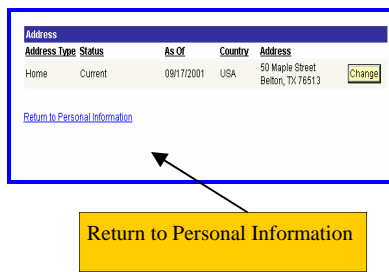
Change

To Change Your Address

- Delete the part of your address that is changing
- Type in the new address
- Click Save
- Verify that you made the correct change
- Click Return to Personal Information to exit this screen



The screenshot shows a web form titled "Change Home Address". It includes instructions: "To change your address: 1. Type over the part(s) of your address that is/are changing in the boxes at the middle of your screen. 2. Click save". The form fields are: Country (United States, with a "Change Country" link), Address 1 (55 Maple Street), Address 2, Address 3, City (Belton), State (TX), Postal (76513), and Country. Below these is "Date Change Will Take Effect:" and "On this date: 05/04/2007 (example: 01-01-2000)". A yellow box labeled "Save" has an arrow pointing to the "Save" button at the bottom left of the form.



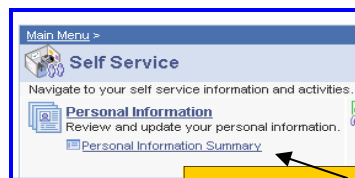
The screenshot shows a table with the following data:

Address Type	Status	As Of	Country	Address
Home	Current	09/17/2001	USA	50 Maple Street Belton, TX 76513

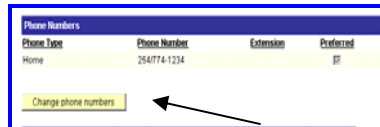
Below the table is a "Change" button and a link "Return to Personal Information". A yellow box labeled "Return to Personal Information" has an arrow pointing to the link.

To Change Your Phone Number

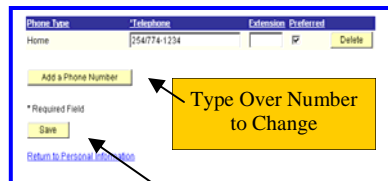
- Click Personal Information Summary
- Click Change Phone Number
- To change a phone number delete the old phone number and type in the change
- Click Save
- Click Ok
- Click Return to Personal Information to exit this screen



Personal Information Summary



Change Phone Number

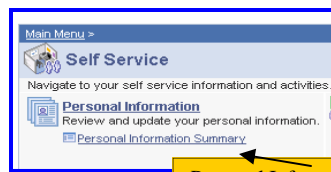


Type Over Number to Change

Save

To Add Your Phone Number

- Click Personal Information Summary
- Click Change Phone Number
- To add a phone number click add a phone number
- Select the phone type from the drop down list
- Enter the Phone Number in the blank box
- Click Save
- Click Ok
- Click Return to Personal Information to exit this screen



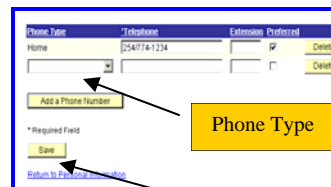
Personal Information Summary



Change Phone Number



Add a Phone Number

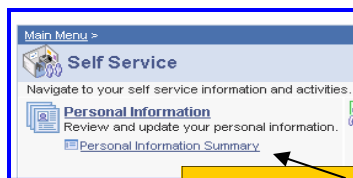


Phone Type

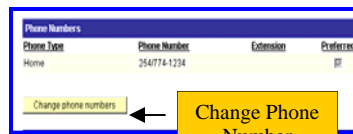
Save

To Delete a Phone Number

- Click Personal Information Summary
- Click Change Phone Number
- To delete a phone number click delete
- It will ask if you are sure you want to delete
- Click—Yes Delete if you are sure you want to delete
- Click Return to Personal Information to exit this screen



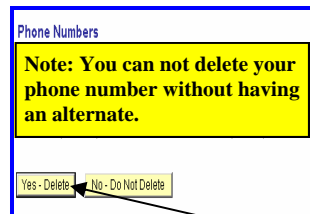
Personal Information Summary



Change Phone Number



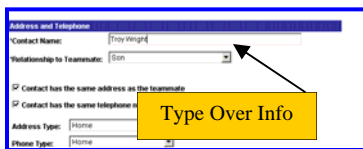
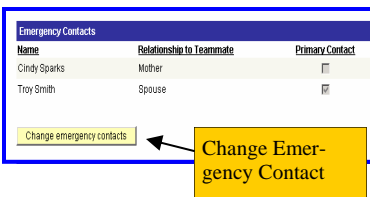
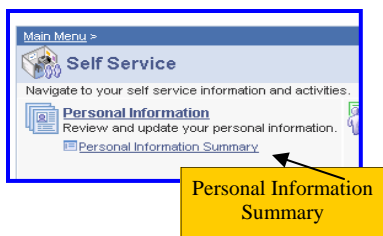
Delete



Yes Delete

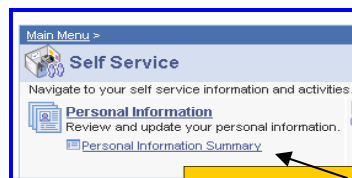
To Update Your Emergency Contacts

- Click Personal Information Summary
- Click Change Emergency Contact
- Click Edit next to the contact you would like to change
- Delete the information you would like to change
- Add the new information
- Click Save
- Click Ok
- Click Return to Personal Information to exit this screen

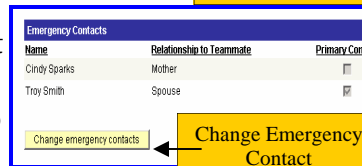


To Delete Your Emergency Contacts

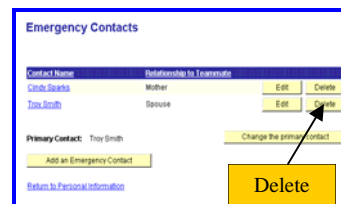
- Click Personal Information Summary
- Click Change Emergency Contact
- Click Delete next to the contact you would like to delete
- Click Yes Delete
- Click Return to Personal Information to exit this screen



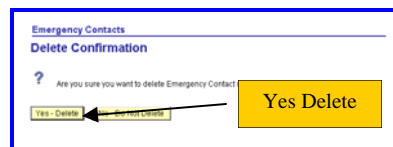
Personal Information Summary



Change Emergency Contact



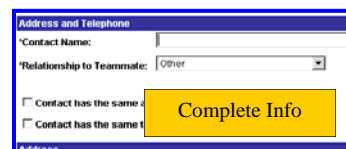
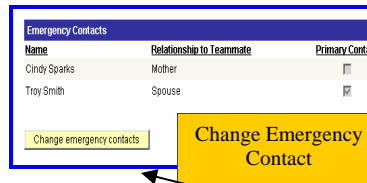
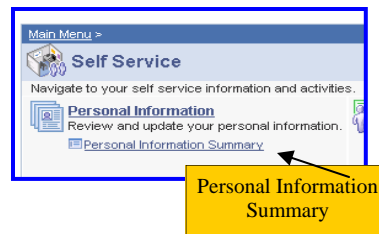
Delete



Yes Delete

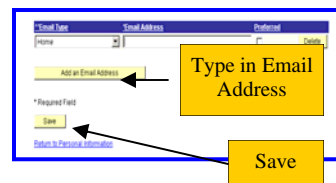
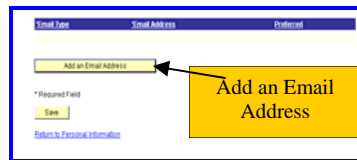
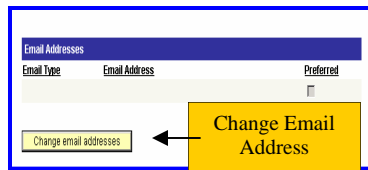
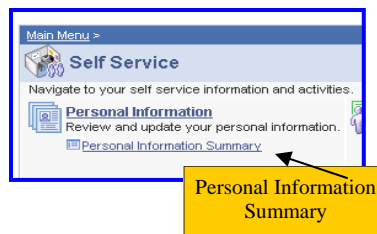
To Add Your Emergency Contacts

- Click Personal Information Summary
- Click Change Emergency Contact
- Click Add an Emergency Contact
- Complete the Contact Name field, Relationship to Teammate field, Address and Phone Number
- Click Save
- Click Ok
- Click Return to Personal Information to exit this screen



To Add Your Email Address

- Click Personal Information Summary
- Click Change Email Address
- Click Add an Email Address
- Type in the email address
- Click Save
- Click Ok
- Click Return to Personal Information to exit this screen



To Change Your Email Address

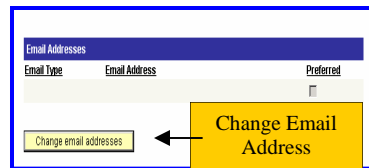
- Click Personal Information Summary



Personal Information Summary

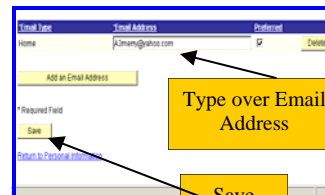
- Click Change Email Address

- Delete the email address you want to change



Change Email Address

- Add the new email address



Type over Email Address

- Click Save

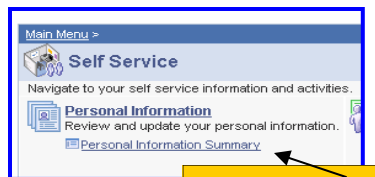
- Click Ok

Save

- Click Return to Personal Information to exit this screen

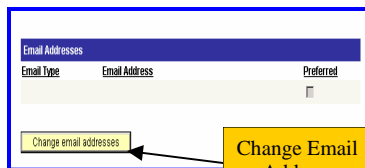
To Delete Your Email Address

- Click Personal Information Summary



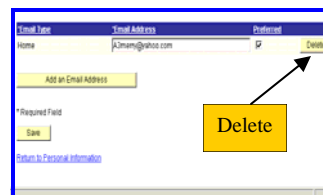
Personal Information Summary

- Click Change Email Address



Change Email Address

- Click Delete

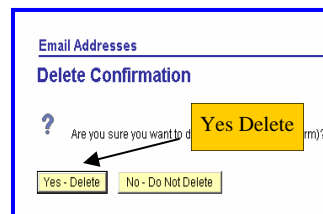


Delete

- Click Yes Delete

-

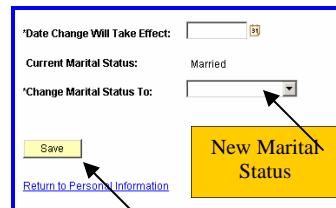
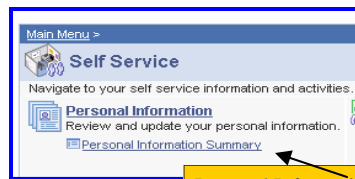
- Click Return to Personal Information to exit this screen



Yes Delete

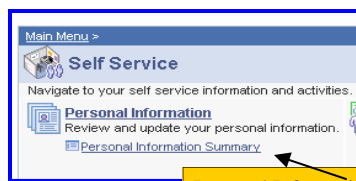
To Change Your Marital Status

- Click Personal Information Summary
- Click Change Marital Status
- Enter the date your Marital Status will change
- Select your new marital status from the drop down list
- Click Save
- Click OK
- Click Return to Personal Information to exit this screen

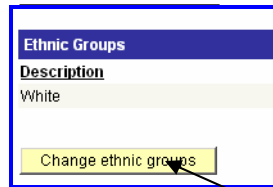


To Change Your Ethnic Group

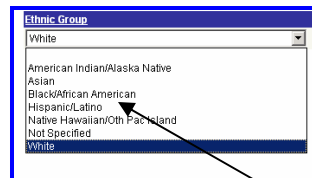
- Click Personal Information Summary
- Click Change Ethnic Group
- Select your Ethnic Group from the list provided



Personal Information Summary



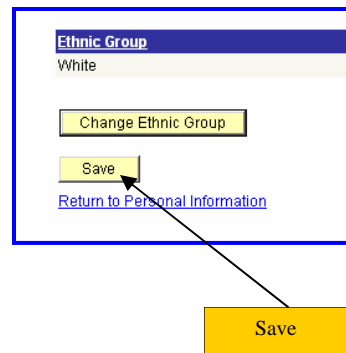
Change Ethnic Group



Select your Ethnic Group from list

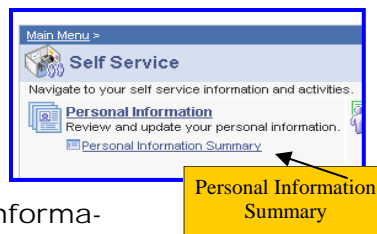
To Change Your Ethnic Group

- Click Save
- Click OK
- Click Return to Personal Information to exit this screen



Teammate Information You Can View

- Click Personal Information Summary
- You can view your Teammate Information at the bottom of this screen
- This includes your Gender, Date of Birth, Birth Country, Birth State, SSN, Military Status, Start Date, Education Level
- These items are view only
- If this information is incorrect see your Human Resource Department



Teammate Information You Can View

Teammate Information	
Gender:	Female
Date of Birth:	01/09/1979
Birth Country:	
Birth State:	
Social Security Number:	452-66-6666
Military Status:	Not indicated
Original Start Date:	09/17/2001
Highest Education Level:	A-Not Indicated
Contact the Human Resources department if any of your Teammate Information is incorrect.	

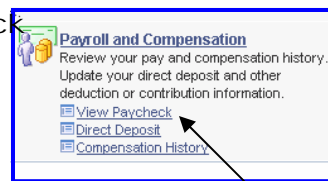
Payroll and Compensation Screens

- You can **add and change:**
- Direct Deposit

- You can **view:**
- Previous Paycheck Stubs
 - Current Paycheck Stubs
 - Compensation History

View Paycheck

- Click View Paycheck under Payroll and Compensation
- A list of your paychecks will appear



View Paycheck

- To view a paycheck click on the check date

Check Date	Comments	Pay Begin Date	Pay End Date	Net Pay	Payroll Number	PDF File
12/08/08-01	McLane Company, Inc.	08/17/2008	08/30/2008	\$1411.82	880236	<input type="checkbox"/>
12/08/08-08	McLane Company, Inc.	08/03/2008	08/16/2008	\$1411.82	870028	<input type="checkbox"/>
12/08/08-08	McLane Company, Inc.	07/09/2008	08/02/2008	\$1411.82	859910	<input type="checkbox"/>
12/08/07-25	McLane Company, Inc.	07/05/2008	07/18/2008	\$1411.82	849815	<input type="checkbox"/>
12/08/07-11	McLane Company, Inc.	06/22/2008	07/05/2008	\$1411.82	839754	<input type="checkbox"/>
12/08/06-27	McLane Company, Inc.					
12/08/05-13	McLane Company, Inc.					
12/08/05-30	McLane Company, Inc.					

Check Date

- Paychecks with a check mark under PDF File will display as a PDF

Check Date	Comments	Pay Begin Date	Pay End Date	Net Pay	Payroll Number	PDF File
12/08/08-01	McLane Company, Inc.	08/17/2008	08/30/2008	\$1411.82	880236	<input type="checkbox"/>
12/08/08-22	McLane Company, Inc.	08/03/2008	08/16/2008	\$1411.82	870028	<input type="checkbox"/>
12/08/08-08	McLane Company, Inc.					<input checked="" type="checkbox"/>
12/08/07-25	McLane Company, Inc.					<input type="checkbox"/>
12/08/07-11	McLane Company, Inc.					<input type="checkbox"/>
12/08/06-27	McLane Company, Inc.					<input type="checkbox"/>
12/08/05-13	McLane Company, Inc.	05/05/2008	05/07/2008	\$1411.81	819848	<input type="checkbox"/>
12/08/05-30	McLane Company, Inc.	05/11/2008	05/24/2008	\$1411.82	809880	<input type="checkbox"/>

Check Mark

View Paycheck

- Check dates that do not have a check mark in the PDF file column will not display year to date numbers

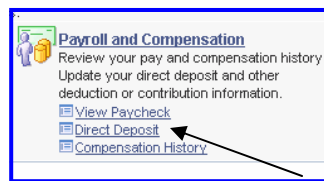
Check Date	Comments	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
2008-08-22	McLane Company, Inc.	08-17-2008	08-30-2008	\$1411.82	88228	<input checked="" type="checkbox"/>
2008-08-22	McLane Company, Inc.	08-03-2008	08-16-2008	\$1411.82	87928	<input checked="" type="checkbox"/>
2008-08-28	McLane Company, Inc.	07-20-2008	08-02-2008	\$1411.80	85910	<input checked="" type="checkbox"/>
2008-07-25						<input type="checkbox"/>
2008-07-11						<input type="checkbox"/>
2008-06-27						<input type="checkbox"/>
2008-06-13						<input type="checkbox"/>
2008-05-30	McLane Company, Inc.	05-11-2008	05-24-2008	\$1411.82	80680	<input checked="" type="checkbox"/>

- Paychecks without a check mark
- To view another paycheck click on View a Different Paycheck

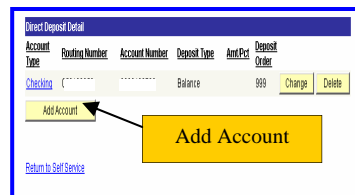
Company: McLane Mid-Atlantic, Inc. Address: PO Box 6115 Temple, TX 76508115		Net Pay: \$1,723.76 Pay Begin Date: 12/04/2006 Pay End Date: 01/09/2007 Check Date: 01/12/2007 View a Different Paycheck
General		
Name:	Business Unit: OR980	
Employee ID:	Pay Group: Carolina Pay Group	
Address:		
Pay Rate: \$2,337.60 Bimonthly		
Tax Data		
Fed Marital Status: Married	NC Marital Status: Single	
Fed Allowances: 2	NC Allowances: 2	
Fed Adm Percent: 0.000	NC Adm Percent: 0.000	
Fed Adm Amount: \$0.00	NC Adm Amount: \$0.00	
Paycheck Summary		
Gross Earnings	Fed Taxable Gross	Total Taxes
2,433.60	2,433.60	663.84
		Total Deductions
		609.43
		Net Pay
		1,723.76

Add Direct Deposit Account

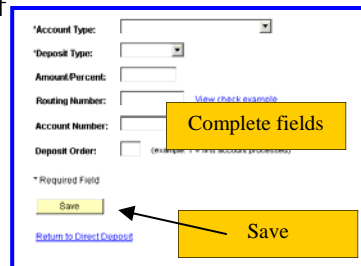
- Click Direct Deposit under Payroll and Compensation
- Click Add Account
- Complete the required fields
- Click Save
- Click Ok
- Click Return to Self Service



Direct Deposit



Add Account

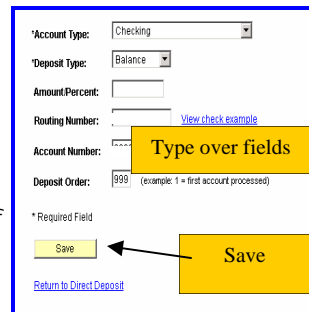
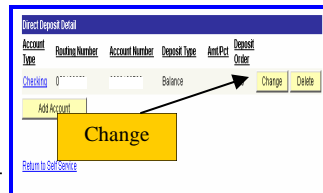
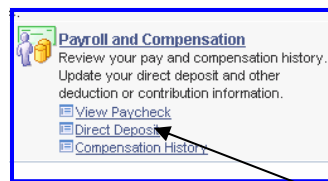


Complete fields

Save

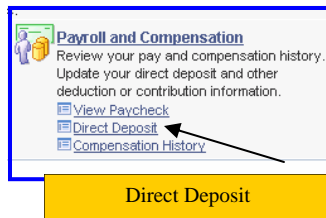
Change Direct Deposit

- Click Direct Deposit under Payroll and Compensation
- Click Change
- Delete the information in the fields that needs to change
- Add the new information
- Click Save
- Click Ok
- Click Return to Self Service



Delete Direct Deposit Account

- Click Direct Deposit under Payroll and Compensation

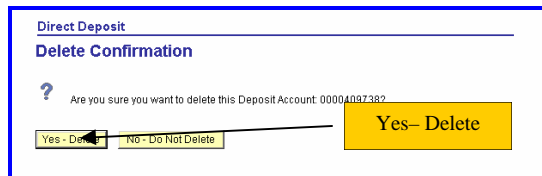


- Click Delete

- Click Yes Delete

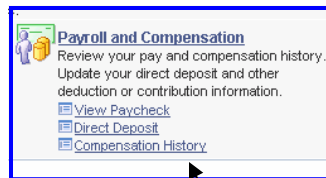
- Click Ok

- Click Return to Self Service



View Compensation History

- Click Compensation History under Payroll and Compensation



- If you would like to see another date click view a different date range

Compensation History

- Select the Date Range
- To exit scroll to the bottom of the screen

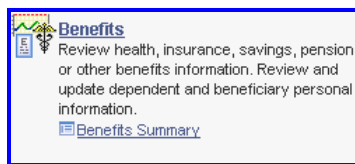
Date of Change	Action	Reason	Annual Salary	Compensation per Frequency
01/01/2007	Pay Rt Chg	Pay Adjustment	64,213.60 USD	2,473.60 USD Biweekly
01/08/2006	Pay Rt Chg	Pay Adjustment	60,777.60 USD	2,337.60 USD Biweekly
01/08/2005	Pay Rt Chg	Driver's Avg Pay Chg	62,192.04 USD	2,392.00 USD Biweekly
02/19/2004	Hire	New Hire	20,800.00 USD	800.00 USD Biweekly

Compensation	Year	Total Amount
Annual Safety Incentive	2006	\$433.00
Annual Safety Incentive	2004	\$1,416.12

- Click Return to Teammate Self Service

Benefits Screen

- Click Benefits Summary under Benefits



- To view a different date range type in the date and click go



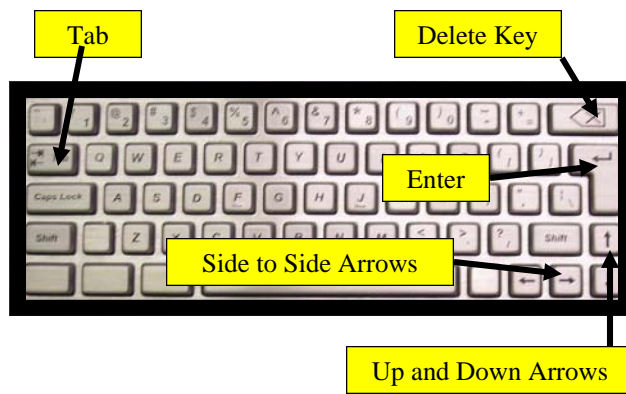
- To view who is covered on your benefits click the blue link for that benefit

- To exit that screen click Return to Benefits Summary

eServe Kiosk Hints

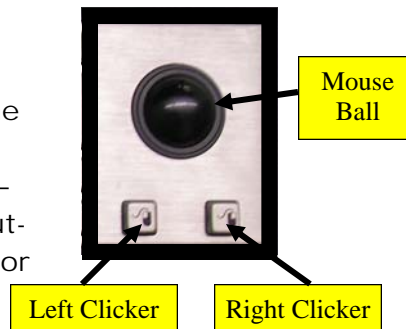
- The eServe Kiosk Screen will open to the eServe login page when you approach.
- If you do not touch the keyboard for more than 90 seconds you will be logged out.
- If you walk away from the eServe Kiosk it will log you out within 2 seconds.
- To print put your cursor on the printer icon and push the left clicker.
- If you do not pick up the print out within 30 seconds the machine will take back the print out and it will be destroyed.
- You will have to print again to get a copy if the eServe Kiosk takes the print out.

eServe Kiosk Keyboard



eServe Kiosk Mouse

- Mouse Ball- Moves the cursor on the screen
- Left Clicker- Push this button to click or select



Additional Help

For additional help
contact the McLane Help Desk
24 Hours a Day
7 Days a Week.

1-800-299-0379

Protect Your Password