

# PCI Home Quick-Start Guide

[www.PCIHome.net](http://www.PCIHome.net)



PCI Industries Home

**Headquarters:** 5101 Blue Mound Road, Ft. Worth, TX 76106  
**West Virginiat Plant:** 44 Sam's Creek Road, Mineral Wells, VA 26150  
**California Plant:** 700 S. Vail, Montebello, CA 90640  
**Air Product Sales:** 6501 Flotilla St. Commerce, CA 90040

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## Monthly Calendar

At-a-glance view a monthly calendar showing PCI holidays, and out-of-office information.



[2008 Holiday Schedule](#)

## Submit A Question/Comment?

  

Use this area to ask a question or submit a comment



Welcome to PCI Industries Home  
PCI has set up this site for its associates to make it easier for you to get quick answers, view policies and procedures and download popular forms.

[View PCI Core Values](#)

## Popular Tools



[Supervisor's Portal](#)  
Download employee forms, etc.

Tuesday March 18, 2008

## Most Popular Forms to fill out or download

- [All Forms](#)
- [Organizational Charts](#)
- [Employee Handbook](#)
- [Withholding Form WV](#)
- [Withholding Form CA](#)
- [Leave Request](#)
- [Employee Information](#)
- [Payroll Change](#)
- [Direct Deposit](#)
- [PCI Letterhead](#)



Please click below for HR, Insurance contacts

[Contacts](#)



# Getting Started in PCI Home

PCI Home is a website that is a resource for PCI employees to find Company forms, documents, procedures, phone numbers, important dates, and much more. It is also the source for leave requests, and weekly timesheets for some employees. It has HR related forms, general employee information including an employee directory and org charts, policies and procedures, contact information for insurance providers, the 401k plan, workers compensation, and others, FAQ's for many HR related items, links to useful websites such as the 401k website, Aetna, Kaiser, United Healthcare, etc, an out-of-office calendar, and more.

## 1. Setting up your ID and Password

Go to the website at [www.PCIHome.net](http://www.PCIHome.net). The first time you use it, you will need to register. The home page will look like this:

https://www.pcihome.net/Login.html

**G. POTTORFF & SONS ALLIANCE**  
**PCI Home**

[Register HERE](#) if you have not created a **Login ID** yet

Login ID  [Lost my ID](#)

Password  [Forgot My Password](#)

[Login Help](#)

**SUBMIT**

To register, click the link near the bottom of the page as indicated. It will take you to this page:

The screenshot shows a web browser window with the following details:

- Browser tabs: "New tab", "Login Registration"
- Address bar: "https://www.pcihome.net/ActivateLogin.html"
- Search bar: "Google"
- Logo: "D. POTTORFF • ALL-UNIT Dynamics"
- Section Header: "Activate Login"
- Form fields:
  - FileID (from Paycheck stub) [text input]
  - Last Name [text input]
  - New Login ID (3 characters minimum) [text input] *write down in secure location*
  - New Password (3 characters minimum) [text input] *write down in secure location*
  - Re-Enter Password [text input]
  - Security Question 1. [dropdown menu: "What is the name of your first school?"]
  - Security Question Answer 1. [text input]
  - Security Question 2 [dropdown menu]
  - Security Answer 2 [text input]
- Register button [button]

On this page, enter your payroll file ID. If you don't know your file ID, look at your pay stub. It is in the upper left corner. Leave off any leading zeros. Then enter your last name. Then, create a login ID for PCI Home. It must be at least three characters. Then create a password, also at least three characters. Write down your ID and password. You will then be asked two security questions that will be used in the event that you lose your ID or password.

Once you have registered you will be redirected back to the login page. On that page, you must enter your ID and password.

## 2. Home Page

After logging in, you will be taken to the Home Page.

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**Logout**

**Monthly Calendar**

At-a-glance view a monthly calendar showing PCI holidays, and out-of-office information.

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[2008 Holiday Schedule](#)

**Submit A Question/Comment?**

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Welcome to PCI Industries Home  
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[View PCI Core Values](#)

**Popular Tools**

[Supervisor's Portal](#)  
Download employee forms, etc.

**Tuesday March 18, 2008**

**Bulletin Board**

Please click below for HR, Insurance contacts

**Contacts**

PCI | Pottorff | Dynasonics | All-Lite | C&S | Air Product Sales  
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From the home page you can get to all of the functions of PCI Home. Be sure to navigate to all of the sections to see what is available to you. Be sure to read PCI's Core Values and History if you are not already familiar with these.

### 3. My Own Page

My Own Page is your resource page for your employee setup, leave requests, and if applicable, time sheets. Click on the link at the top of the home page for My Own Page.

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#### My Own Page

**Welcome Testing Employee**

Employee Name: Testing Employee  
File Number: Need more info  
Department: Testing Department  
Job Title: Hourly Employee  
Date of Hire: 2007-01-01  
Supervisor: Testing Manager

Email:   
Work Phone:   
Street:   
City:   
State:   
Zip:   
Phone:   
Emergency Contact Name:   
Emergency Contact Phone:   
Relationship to Employee:

#### On-Line Timesheet

Pending Timesheet(s)

#### Leave Request

Pending Request(s)

Denied Request(s)

[New Security Questions](#) in case of lost password.

#### Approved Timesheets

#### Approved Leave Requests

The employee information displayed here is data that is in the HR and Payroll system. Some of these data fields may be edited by you. Those edits will be sent to the HR system for updates.

All employees may request leave from this page. To do that, click the [Leave Request](#) link. It will take you to the following page:

#### 4. Leave Request page:

**Headquarters:** 5101 Blue Mound Road, Ft. Worth, TX 76106  
**East Coast Plant:** 44 Sam's Creek Road, Mineral Wells, VA 26150  
**West Coast Plant:** 700 S. Vail, Montebello, CA 90640  
**West Coast Sales:** 6501 Flotilla St. Commerce, CA 90040

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**PCI INDUSTRIES LEAVE REQUEST**

Employee Name:

Department:

Week Ending:

Employee Number:

Supervisor:

LEAVE REQUEST	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Date:	4-21-108		4-22-108		4-23-108		4-24-108		4-25-108		4-26-108		4-27-108	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Hours Requested	0	0	0	0	0	0	0	4	4	4	0	0	0	0
Leave Type	V		V		V		V		V		V		V	

Total Requested    12

Leave Details

Requested vacation. Leaving at noon on Thursday, April 25th.

**Leave Types**

- V    Vacation
- S    Sick
- F    Floating Holiday
- L    Extended Leave
- LOA    Leave of Absence
- LWP    Leave Without Pay

Date: 03-12-2008

Please fill out and send to your supervisor by hitting Submit button

First, select the Week Ending for which you want to take leave. Then complete the daily Hours Requested. You may only request leave in multiples of four hours. Select the Leave Type from the pull down box for each day. Then, if needed or helpful, type a brief note to your supervisor in the Leave Details box.

Review it to make sure you have entered everything completely and accurately, and then click the Submit button. The request will be sent to your supervisor for approval. Your supervisor may approve or deny the request. You will receive an email confirmation either way. If it is denied, a reason or follow up question will be submitted which you may view by viewing the Denied Request from your My Home Page.

## 5. On-Line Timesheet

The on-line timesheet is only for non-exempt (hourly) employees who are not using a Lathem electronic time clock to record their hours. That includes non-exempt office employees in Texas and at APS. Employees who are exempt from overtime do not need to complete a timesheet.

To initiate a time sheet, go to My Own Page and click the link for [On-Line Timesheet](#). You will then see a blank timesheet as follows:

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**PCI INDUSTRIES WEEKLY TIME RECORD**  
 For Non-Exempt Employees

Employee Name:   
 Department:   
 Payroll Period:   
 Employee Number:   
 Supervisor:

**\*\*\*\*USE MILITARY TIME\*\*\* Example 7:30am would be 7:30 - 5:45 pm would be 17:45**  
 HR(hour) Ranges from 0 to 23 (12am to 11pm)  
 MIN(minute) Ranges from 0 to 59

TIMECARD	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date:	03-10-08	03-11-08	03-12-08	03-13-08	03-14-08	03-15-08	03-16-08
	HR : MIN	HR : MIN	HR : MIN	HR : MIN	HR : MIN	HR : MIN	HR : MIN
Clocked in:	8 : 00	7 : 30	7 : 30	8 : 00	8 : 00	0 : 00	0 : 00
Lunch Out:	12 : 00	12 : 00	12 : 00	12 : 00	12 : 00	0 : 00	0 : 00
Lunch In:	13 : 00	13 : 00	13 : 00	13 : 00	13 : 00	0 : 00	0 : 00
Clocked Out:	17 : 00	17 : 00	17 : 30	17 : 00	17 : 00	0 : 00	0 : 00
Daily Hours:	8	8.5	9	8	8	0	0
Overtime Daily Hours:	0	0	0	0	0	0	0
DT Daily Hours	0	0	0	0	0	0	0
Total ST Hrs:	40						
Total OT Hrs:	1.5						
Total DT Hrs:	0						
Holiday Hrs:	0						
Vacation Hrs:	0						
Sick Hrs:	0						
<b>TOTAL HOURS</b>	<b>41.5</b>						

Holiday pay on the following date(s)

Supervisor Approval: *Pending*

Date: 03-14-08

Fill out the timesheet for each day worked. Use military time as shown in the example. The timesheet will calculate overtime properly according to state laws in your state. When completed, review it for completeness and accuracy, and click Submit. Your supervisor will be notified by email that your timesheet is in their PCI Home awaiting approval. You will be notified when it is approved and the Payroll Department will be sent your timesheet for processing.

## 6. Supervisor's Portal

All supervisors have a page that must be used to manage their employees' timesheets and leave requests. From the Home page, click the [Supervisor's Portal](#) link in the Popular Tools area.

**Supervisor Portal - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

https://www.pcihome.net/Supervisor%27s.html

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**Supervisor's Information and Forms**

- Baseline Review** - Evaluate employees using indicated performance measures - PDF Format.
- Baseline Review Form** - Evaluate employees using indicated performance measures - Word Format.
- Contract Hire - TX** - Document for use in hiring contract employees.
- Employee Disciplinary Report** - Document date, type of incident, infraction -PDF format.
- New Hire Checklist** - Form to make sure employees have submitted all information for hire/rehire.
- 90-Day Review** - Guidelines for satisfactory employee performance after 90 days.
- Termination Form** - Form to make sure employee has returned all equipment/is aware of restrictions.
- Application for Employment** - Application for all employees to fill out if applying for a position at PCI.

[Hiring Procedures](#)  
[HR Administration](#)

**Pending**

Timecards  
 Testing Employee for week ending in 03-16-2008

Leave Requests  
 Testing Employee for week ending in 03-09-2008

**Approved**

Timecards for the week ending  
 03-09-2008 Go

Leave Requests for the week ending  
 03-23-2008 Go

**TIMESHEET**  
 Authorized timesheets must be received by Monday before 11:30am each week.

EMPLOYER: \_\_\_\_\_  
 CLIENT COMPANY: \_\_\_\_\_  
 EMPLOYEE: \_\_\_\_\_  
 WEEK ENDING DATE: \_\_\_\_\_

Day	START TIME	FINISH TIME	TIME OFF FOR LUNCH	STANDARD HOURS WORKED	APPROVED OVERTIME HRS WORKED
Example	09:30	17:30	36 mins	8	0
Monday	8:00	17:00			
Tuesday	7:30	16:			
Wednesday					
Thursday					
Friday					

From this page, you may get several frequently used HR related forms and procedures. Pending timecards and Leave Requests will be available in the bottom section of the page. Select the week ending date from the pull down box and then click the blue tablet icon to the right of the date to open the request. You will see the details of the time sheet or Leave Request and have the option to Approve or Deny the request. If denied, you may type a reason in the space provided, or just go talk with them to clarify and then have them resubmit the request with changes if appropriate. When the request is finally approved, a notice will be sent to the employee to confirm.

## **7. Policies, Procedures, and Forms**

There are documents with many company policies, procedures and forms on the Policies & Forms page. These are organized by department. You may also find Company organizational charts and the Employee Handbook there. This page will grow as the Company continues to standardize and document procedures.

## **8. Employee Directory**

Every employee with a phone extension or a Company email address is listed in the employee directory.

## **9. FAQ**

Answers to frequently asked questions may be found here. With the initial launch of PCI Home, only HR and 401k questions are available, but with time more will be included.

## **10. Contacts**

Useful insurance, 401k, Workers Compensation, and other HR contacts may be found in the Contacts link on the Home page. Look in the lower right corner for the link. See the smiling lady?