



*Providing Human Resource Solutions*

Dear PSU employee,

We are excited to announce we are transitioning to a new software system. This will allow us to be more efficient and provide better access to information for our employees. We want to introduce you to our new web based **Talent Module Portal**. The talent portal is found at [psu.avionte.com/talent](http://psu.avionte.com/talent) and will also be accessible from a link on our website [www.psuhasjobs.com](http://www.psuhasjobs.com) by the employee docs link under job seekers.

This portal will be used to send you talent tasks to complete, update your profile for address and contact information changes. Additionally, allow you to see assignment information and to view your paystubs.

Beginning with check date **5/25/18** you will retrieve your pay stubs from this new portal. Pay stub information will no longer be available through the Global Cash card site. The following instructions will guide you in setting up your profile and view your pay stub. Please call your local PSU branch office if you have any questions or concerns.

Please note, because we are transitioning to new software, you may notice a small difference in your tax withholdings. This is due to small calculation difference between the old software and the new software and is to be expected.

Thank you,

PSU Team

**SHELBY** *(Corporate)*  
1 East Marion St.  
Shelby, NC 28150  
704-484-0344

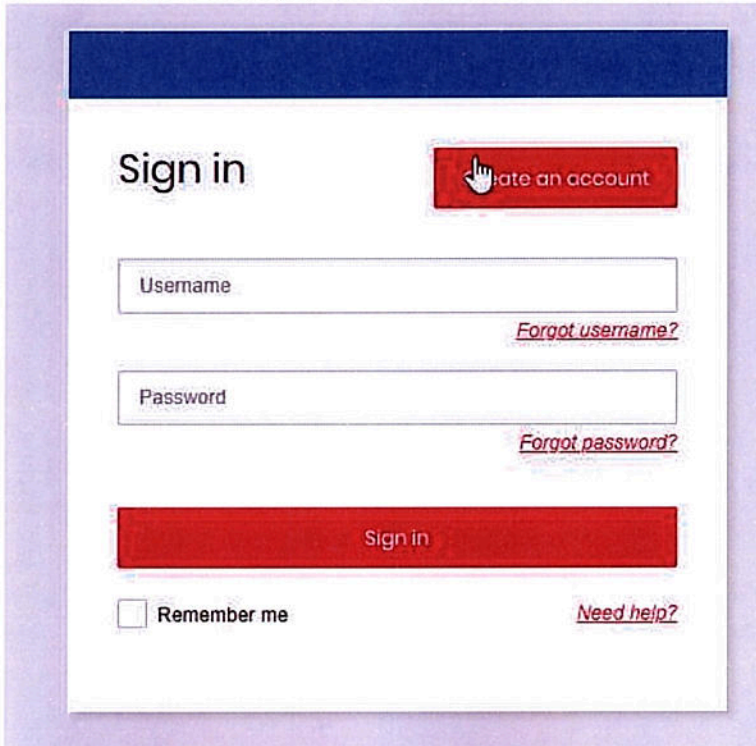
[www.PSUhasJobs.com](http://www.PSUhasJobs.com)

**FOREST CITY**  
144 East Main Street  
Forest City, NC 28043  
828-287-7778

**GASTONIA**  
998 S. New Hope Rd.  
Gastonia, NC 28054  
704-867-4557

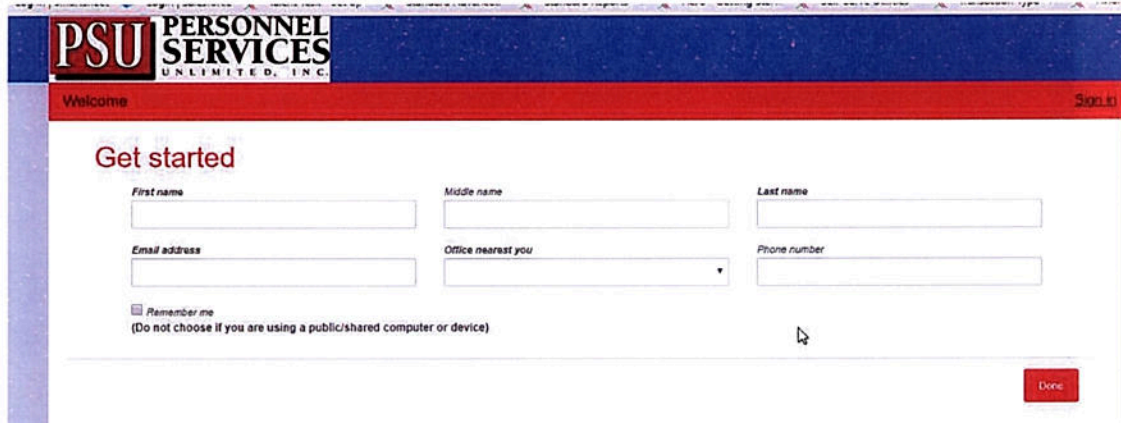
Employee steps for accessing Talent Module (for talent tasks, profile updates, assignment info and pay stubs)

1. Go to [psu.avionte.com/talent](http://psu.avionte.com/talent) click create an account.



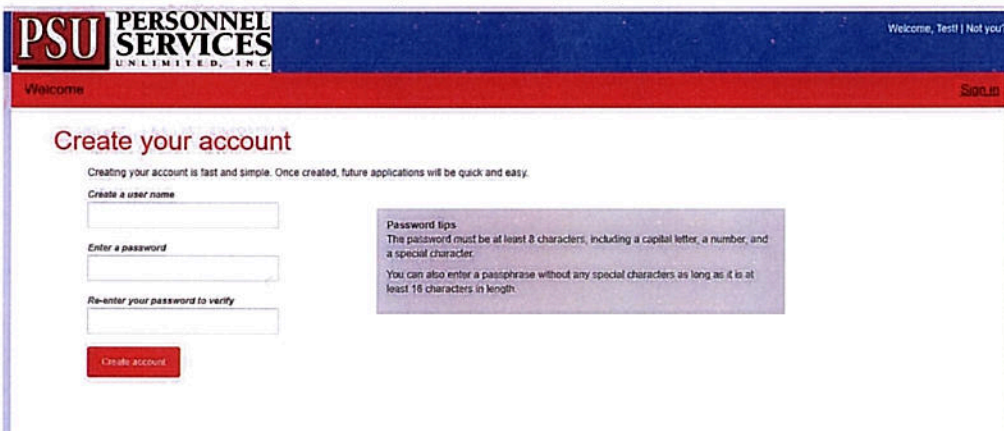
The screenshot shows the login interface for the Talent Module. It features a dark blue header with the text "Sign in" on the left and a red button labeled "Create an account" on the right. Below the header are two input fields: "Username" and "Password". Under the "Username" field is a red link that says "Forgot username?". Under the "Password" field is a red link that says "Forgot password?". A large red button labeled "Sign in" is positioned below the password field. At the bottom left, there is a checkbox labeled "Remember me" and a red link labeled "Need help?" at the bottom right.

2. Complete the following fields



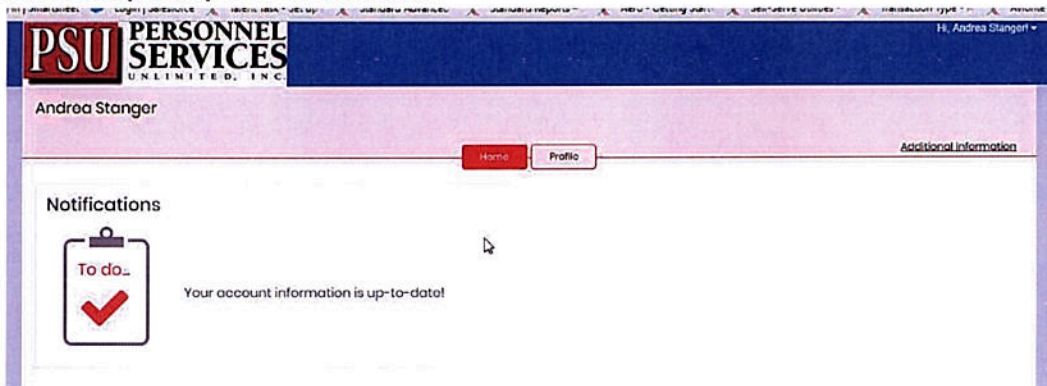
The screenshot displays the "Get started" registration page. At the top left is the "PSU PERSONNEL SERVICES UNLIMITED, INC." logo. A red navigation bar contains "Welcome" on the left and "Sign in" on the right. The main content area is titled "Get started" and contains several input fields: "First name", "Middle name", "Last name", "Email address", "Office nearest you" (a dropdown menu), and "Phone number". Below these fields is a checkbox for "Remember me" with the instruction "(Do not choose if you are using a public/shared computer or device)". A red "Done" button is located at the bottom right of the form area.

3. From there create a username and password. You will be responsible for remembering this. If you forget, you can reset this by clicking the forgot username/forgot password on the login page.

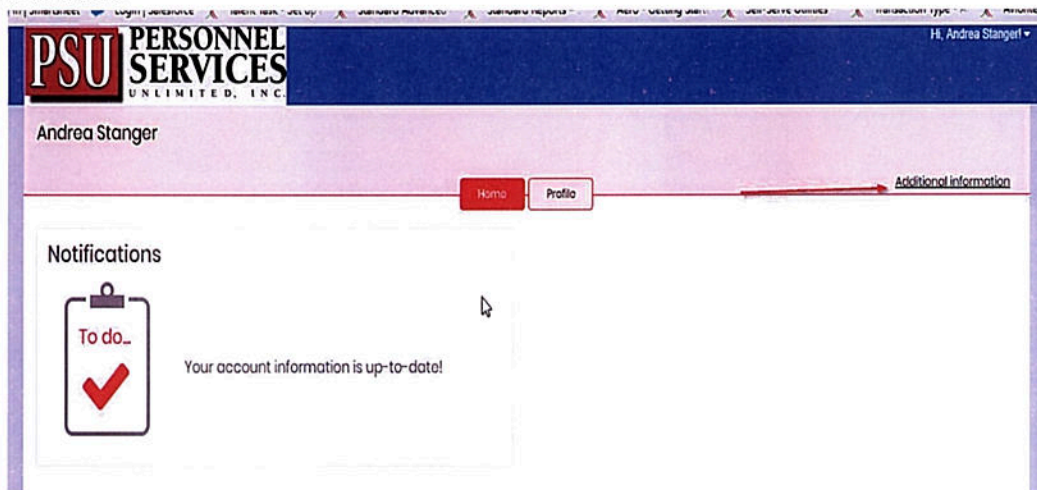


The screenshot shows the "Create your account" page. It features the "PSU PERSONNEL SERVICES UNLIMITED, INC." logo at the top left and a dark blue header with "Welcome, Test! | Not you?" on the right. A red navigation bar contains "Welcome" on the left and "Sign in" on the right. The main content area is titled "Create your account" and includes the text "Creating your account is fast and simple. Once created, future applications will be quick and easy." Below this are three input fields: "Create a user name", "Enter a password", and "Re-enter your password to verify". A red "Create account" button is at the bottom left. A grey box on the right contains "Password tips" stating: "The password must be at least 8 characters, including a capital letter, a number, and a special character. You can also enter a passphrase without any special characters as long as it is at least 16 characters in length."

4. Once you are logged in, you will be taken to the talent home page where you will see any tasks open as well as be able to update profile information



5. You will click on the Additional information link (in upper right corner) to access the assignment and pay stub information



6. Please click on pay history at top of page to see check stub information.

