



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 and will also be accessible from a link on our website 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

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 click create an account.

The screenshot shows a login page with a dark blue header. Below the header, the text "Sign in" is displayed in a large font. To the right of "Sign in" is a red button with a white hand icon and the text "Create an account". Below this are two input fields: "Username" and "Password". To the right of the "Username" field is a red link that says "Forgot username?". To the right of the "Password" field is a red link that says "Forgot password?". Below the input fields is a large red button with the text "Sign in". At the bottom left, there is a checkbox labeled "Remember me". To the right of the checkbox is a red link that says "Need help?".

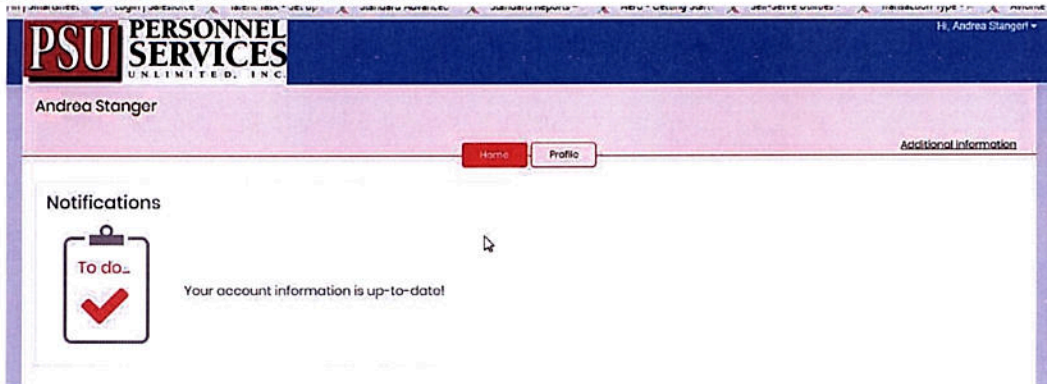
2. Complete the following fields

The screenshot shows a registration page with a dark blue header. Below the header, the text "Welcome" is displayed in a small font. To the right of "Welcome" is a red link that says "Sign in". Below this is a red button with the text "Get started". Below "Get started" are six input fields: "First name", "Middle name", "Last name", "Email address", "Office nearest you", and "Phone number". Below the input fields is a checkbox labeled "Remember me" with the text "(Do not choose if you are using a public/shared computer or device)". To the right of the checkbox is a red button with the text "Done".

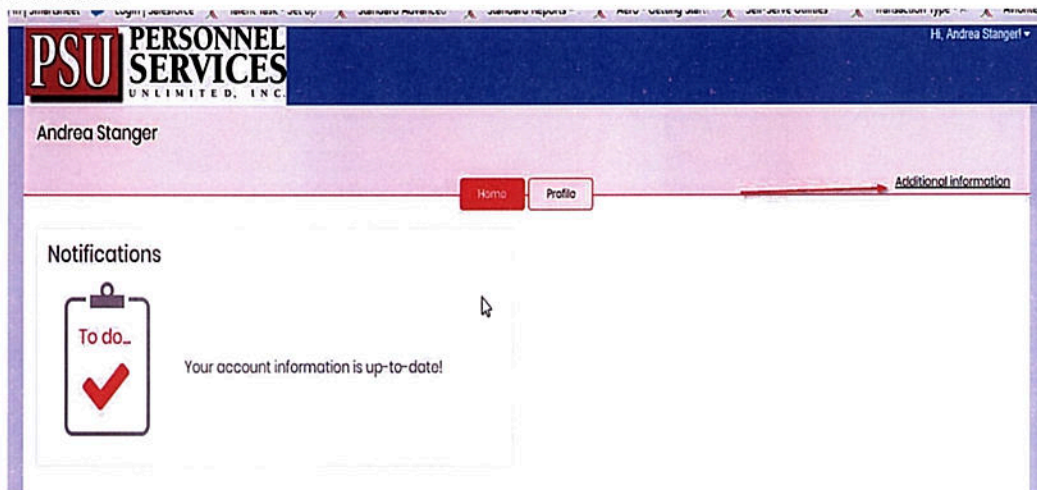
3. From there create a username and password. You will be responsible for remembering this. If you forget, you can reset this by clicking the forgot username/forgot password on the login page.

The screenshot shows a page titled "Create your account" with a dark blue header. Below the header, the text "Welcome, Test! | Not you?" is displayed in a small font. Below this is a red button with the text "Sign in". Below "Sign in" is a red button with the text "Create your account". Below "Create your account" are three input fields: "Create a user name", "Enter a password", and "Re-enter your password to verify". To the right of the input fields is a grey box with the text "Password tips: 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." Below the input fields is a red button with the text "Create account".

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.

