EMPLOYEE SELF-HELP USER GUIDE

Using the employee self-help functionality, you can:

- o Update personal data such as addresses, phone numbers, and other contact information
- o View and update dependent and beneficiary information
- o View paycheck detail
- o Drill-down to see detailed information on each pay stub
- o View benefit plan enrollment summary
- o View paid time off balances
- o View flexible spending account history and disbursements

It is recommended that you add the address to your *Favorites* so you can quickly link to this valuable resource:
https://bbsiportal.bbsihq.com/hrp/HrpWeb

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BBSI

Registration

🛑 Before you can begin using self-help, you must register. Follow the steps to set up your account.

HR◆Pyramid
Web Edition

Employee Login

| Username | |
| Password | |

Password Reminder

Register   Login

1. Click **Register.** You can only register once on your first login. If you forget your username and password, you must use the password reminder feature to retrieve your username and password.

HR◆Pyramid
Web Edition

Registration

Last Name	
Birth Date	
Soc-Sec-Num (last 4 digits)	
Email	
Confirm Email	
Create Username	

Back   Continue

2. You will arrive at the above screen after you click **Register**. Fill in the personal information and click **Continue**. NOTE: your username is **case sensitive**. You can use whatever email address (personal or work) is most convenient for you to receive notices. If you receive any error messages, please contact your BBBSI Branch representative.

3. If the personal information you entered matches the information in our database, you will see the following screen:

4. The email with your password code will be sent you. (See example below). This password code is valid until you change it. See the next page for password change instructions.

To login, you will use the username you choose during the registration process. Remember, the username is case sensitive.
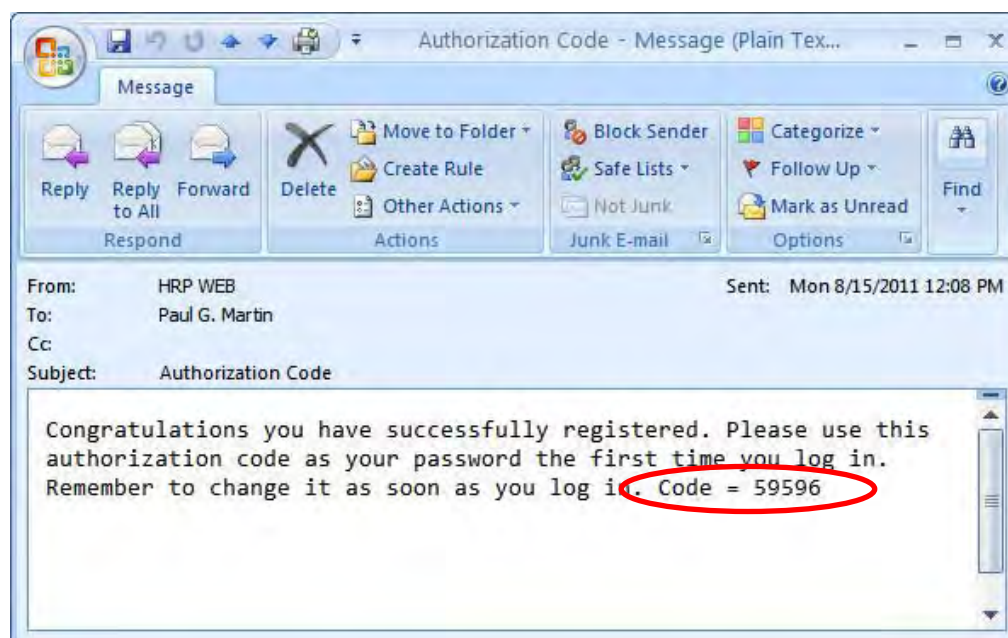
Password Change:

1. To change your password, go to the **Administration> Password Change.**
2. You will need to enter your old password and then create a new one.
3. Follow the password strength requirements listed on the screen.

Employee Information

Updating your personal information (Ex: changes to marital status or address):

1. Go to **Employee Maintenance** > **Personal**.
2. You will be able to view and change the following information within the system:
   - Marital Status & Date Married
   - Driver's License Information (if applicable)
   - Emergency Contact
   - Address, Phone Number and Email
3. Grayed out fields (Ex.: Name, Birth Date, Social Security Number) cannot be changed by an employee. You would need to contact your company HR representative to make changes to this information.

If you need to change your address, just type your new street address and new zip code – Your new City, State and Country will auto-populate.

Updating Dependent and Beneficiary Information: If you need to add or change your dependents (a new baby) or beneficiaries (new spouse/child) follow the steps below.

1. Go to **Employee Maintenance > Employee Dependents.**
2. Edit/delete current dependents.
3. Add new dependents. Click **SAVE Changes**.

4. Go to **Employee Maintenance > Beneficiaries.**
5. Edit/delete current beneficiaries – click on the beneficiaries name and make needed changes.
6. Add new beneficiaries – You MUST completely fill out the New/Edit screen in order to **Continue**.

For Additional Information or Assistance, Contact your BBSI Branch representative.

Payroll Information

Check History:

1. To view your check history, go to **Inquiries > Check Stub.** If your historic data does not populate on the screen, select the correct year from the dropdown list.

2. Click on the **Pay Date** link to view details of your paycheck (example below).

3. Click Print Details to print a copy of the check details for the date chosen.

For Additional Information or Assistance, Contact your BBSI Branch representative.

View Direct Deposit Information:

If you want to see which accounts your Direct Deposit is going toward, you would:
1. Go to **Inquiries > Direct Deposit.**
   - You can verify the type of account, the amount that is being deposited.
   - If you have two accounts receiving Direct Deposit, you would see a "Percentage" for one and "Balance" for the other. As shown below.

View Payroll Summary:

If you want to see a summary of pay for a year, you would:
1. Go to **Inquiries > Payroll Summary.**
2. Using the "Select Year", you can select a summary for any year since 2013.

For Additional Information or Assistance, Contact your BBSI Branch representative.

BBSI

Benefit Information

Current Benefits (Only applies if your company is on BBSI Administered Benefits):

1. Go to **Inquiries > Benefit Summary.**
2. Here you can review your benefit enrollments. Elections will not be listed here until after your first deduction has occurred.

Paid Time Off:

1. Go to **Inquiries > Paid Time Off.**
2. The first screen gives you basic information about your PTO plan. From left to right:
   - **Accrued through** date: gives you the last date you accrued PTO
   - **Carryover**: gives you the amount of PTO (if any) that carried over from the previous plan year
   - **Year end**: gives you the date your PTO plan resets
   - **Hours accrued**: this is the year-to-date amount of PTO that is accrued, not your total amount available for the entire year
   - **Hours taken**: amount of PTO taken year-to-date
   - **Hours Available**: again, this is the year-to-date amount of PTO that is available,
     not your total amount available for the entire year.
3. Click the PTO Type for details on how PTO has been used and when

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3. Three (3) tabs appear, click on the tab for additional PTO information.

4. **TAKEN** gives you the detail of when your PTO hours were used, taken or paid.

5. **ACCRUED** tells you how much you've accrued each pay period.

6. You can find your total amount of annual PTO available by multiplying your accrued hours by the number of pay periods in a year. In the example above, the employee is paid biweekly, so to find the total available amount of PTO:
   - 6.58 X 26 pay periods = 171.08 hours of PTO available for the entire year

401K

🛑 **If you participate in BBSI/Transamerica 401k, you will be able to see a summary of your 401K from 2013 to your most recent contribution.**

1. Go to **Inquiries > 401K Summary.**

2. Using the "Select Year", you can select a summary for any year since 2013.

Flex Spending

STOP **If you participate in BBSI Flex Spending you will be able to see a summary of your Flex Spending from 2013 to current.**

1. Go to **Inquiries > Flex Spending.**
2. Using the "Select", you can select a summary for any year since 2013.

If you should ever forget your password:

1. Go to the portal login page and click on **Password Reminder.**

2. Enter your personal information and click **Continue**.
3. Your username will then be provided to you:

Password Reminder

Your Username is B00434

Email My Password   Login

4. Click **Email My Password**. Soon after, you will receive an email at the address used when you registered.

Password Reminder

Your password has been mailed.

Login

For Additional Information or Assistance, Contact your BBSI Branch representative.