



EMPLOYEE SELF-HELP USER GUIDE

Using the employee self-help functionality, you can:

- Update personal data such as addresses, phone numbers, and other contact information
- View and update dependent and beneficiary information
- View paycheck detail
- Drill-down to see detailed information on each pay stub
- View benefit plan enrollment summary
- View paid time off balances
- 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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Before you can begin using self-help, you must register. Follow the steps to set up your account.

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.

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.

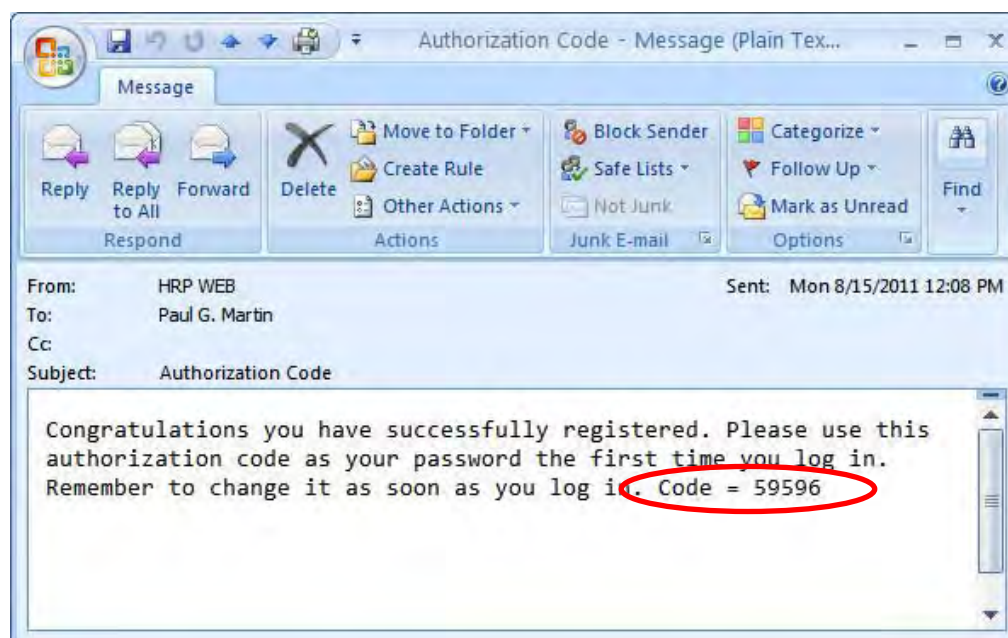
3. If the personal information you entered matches the information in our database, you will see the following screen:



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.

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.

Administration
Inquiries
Employee Maintenance
Personal
Employee Dependents
Beneficiaries

Company: PATRIOT MOTOR WORKS, INC.

Employee Image

First Name
Last Name
Middle Name
M
Social Security #

Personal Details

Birth Date 11/04/1994 Age 20
Gender Male
Ethnicity Did not Respond or Unknown
Marital Status Single
Date Married

Driver's License

Number
Expiration Date
State Select One

Emergency Contact

Contact Name
Contact Relation
Contact Telephone

Contact Information

Address Line 1
Address Line 2
Zip Code + 4 90302
City INGLEWOOD
State CA
County LOS ANGELES
Home Phone (424) 702-2757

Veteran Status

Veteran Status
Vietnam
Disabled
Other Status
Handicapped
Smoker
Blind
Nickname

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**.

Administration
Inquiries
Employee Maintenance
Personal
Employee Dependents
Beneficiaries

Company: PATRIOT MOTOR WORKS, INC.

Dependents

Name	Relationship	Date Of Birth	Soc-Sec-Num	Spouse?
------	--------------	---------------	-------------	---------

Add Dependent

First Name

Last Name

Address

Zip Code

City

State

Relation

Home Phone

Work Phone

Birth Date

Full Time Student ☐

Gender ☒ Male ☐ Female

Smoker ☐

Spouse ☐

Soc-Sec-Num

Cancel

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**.

Administration
Inquiries
Employee Maintenance
Personal
Employee Dependents
Beneficiaries

Company: PATRIOT MOTOR WORKS, INC.

Beneficiaries

Name	Primary	Contingent	%	Precedence	Edit	Delete
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Total: 0 Value must total 100%

New/Edit

Name

Address

City

State

Zip Code

Country

Date of Birth

Soc-Sec-Num

Relation

Cancel

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.

Company: IRON CONSTRUCTION

History Year

Select Year: 2014

Pay Date	Check Number	Gross Pay	Taxes	Deductions	Net Pay	Type
12/26/2014	2522193	1,071.20	117.98	60.88	892.34	D
12/19/2014	1547133	2,000.00	409.11	0.00	1,590.89	C
12/19/2014	2493547	1,071.20	117.97	60.88	892.35	D
12/12/2014	2450464	1,071.20	117.98	60.88	892.34	D
12/05/2014	2418214	1,071.20	117.98	60.88	892.34	D
11/28/2014	2378555	1,071.20	117.97	60.88	892.35	D
11/21/2014	2351468	1,071.20	117.98	60.88	892.34	D

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

Company: IRON CONSTRUCTION

Earnings Detail for Chacon, Jesus 12/26/2014

Description	Hours	Rate	Amount	Department	Location
Regular Pay	8.00	26.7800	214.24	2014-184-17115	1
Regular Pay	6.00	26.7800	160.68	2014-172-17115	1
Regular Pay	12.00	26.7800	321.36	2014-166-17115	1
Regular Pay	10.00	26.7800	267.80	2014-150-17115	1
Regular Pay	4.00	26.7800	107.12	2014-107-17115	1

Deductions Detail

Description	Amount
401k Loan 1	8.00
401k	42.85
Dental Pt.	7.64
Vision Pt.	0.73
Medical Pt.	3.96

Taxes Detail

Description	Amount
FEDERAL INCOME TAX	24.61
FICA - MEDICARE	15.36
FICA - OASDI	65.67
CA INCOME TAX	1.75
CA DISABILITY	10.59

Reprint Check Stub | **Print Details**

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

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.

Company: IRON CONSTRUCTION

Account Type	Account Number	Transit Number	Deposit Method	Amount	Maximum	Account Status
Checking			Percent	0.00		Inactive
Checking			Balance			Active

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.

Company: IRON CONSTRUCTION

Pay History

Effective Date	Pay Rate	Change \$	Change %
04/19/2013	\$ 26.7800	\$ 1,622.40	3.00%
02/01/2005	\$ 26.0000	\$	%

Job History

Effective Date	Job
02/01/2005	5606-Contractors (Exec)

Compensation

Current Pay Rate	\$ 26.7800 per hour
Effective Date	04-19-2013
Last Pay Date	12/26/2014
Last Check #	2522193
Last Check Amount	\$ 892.34

Year To Date Summary

Select Year: 2014

Gross Earnings	\$ 57,702.40
Gross Pay	\$ 57,702.40
Vacation	\$ 6,111.11
Holiday	\$ 1,928.16
Reg	\$ 46,021.43



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.

Administration	Company: IRON CONSTRUCTION
Inquiries	
Employee Overview	
Benefits Summary	Employee Benefits
Paid Time Off	
401K Summary	
Flex Spending	
Check Stub	
Direct Deposit	
Payroll Summary	
Employee Maintenance	

Plan Name	Coverage Level	Pre Tax?	Coverage Start Date	Coverage End Date	Employee Contribution
ODS HIGH OPTION AK, CA, MO, NJ, NY	FAMILY	Yes	07-01-2006	None	\$30.56
VSP MEDIUM OPTION	FAMILY	Yes	07-01-2006	None	\$2.92
600115 IRON CONSTRUCTION	EMPLOYEE	Yes	01-01-2014	None	\$14.63

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

Administration	Company: IRON CONSTRUCTION
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Benefits Summary	
Paid Time Off	
401K Summary	
Flex Spending	
Check Stub	
Direct Deposit	
Payroll Summary	
Employee Maintenance	

PTO Type	Accrued Through	Carry Over Expires	Year End	Carry Over Hours	Hours Accrued	Hours Taken	Hours Available
VACATION FOUR WEEK PLAN	12-21-2014		01-31-2015	130.03	144.76	225.50	49.29
Sick Leave	12-31-2014		12-31-2014	0.00	40.00	40.00	0.00

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.

Administration Company: IKON CONSTRUCTION

Inquiries

Employee Overview

Benefits Summary

Paid Time Off

401K Summary

Flex Spending

Check Stub

Direct Deposit

Payroll Summary

Employee Maintenance

PTO Type	Accrued Through	Carry Over Expires	Year End	Carry Over Hours	Hours Accrued	Hours Taken	Hours Available
VACATION FOUR WEEK PLAN	12-21-2014		01-31-2015	130.03	144.76	225.50	49.29
<div> <div>Taken</div> <div>Year End</div> <div>Accrued</div> </div>							
Date	Description	Hours	Comment	Code			
04/14/2013	Vacation	-8.00	Voucher# 000774	VAC			
04/21/2013	Vacation	-8.00	Voucher# 000958	VAC			
04/28/2013	Vacation	-4.00	Voucher# 001234	VAC			
07/21/2013	Vacation	-16.00	Voucher# 002517	VAC			
08/18/2013	Vacation	-3.00	Voucher# 002918	VAC			
08/25/2013	Vacation	-8.00	Voucher# 002967	VAC			
09/01/2013	Vacation	-4.00	Voucher# 003014	VAC			
09/15/2013	Vacation	-5.00	Voucher# 003124	VAC			
Sick-Exempt	12-31-2014		12-31-2014	0.00	40.00	40.00	0.00

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

PTO Type	Accrued Through	Carry Over Expires	Year End	Carry Over Hours	Hours Accrued	Hours Taken	Hours Available
BASE PLAN	04-30-2012	03-01-2012	11-30-2012	14.67	49.64	14.67	49.64
<div> <div>Taken</div> <div>Year End</div> <div>Accrued</div> </div>							
Accrued Hours	Carry Over Hours	Date	Description				
6.58		01/31/2007	Accrued Thru 01-31-07				

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:
 - $6.58 \times 26 \text{ pay periods} = 171.08 \text{ hours of PTO available for the entire year}$



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.

Administration

Inquiries

- Employee Overview
- Benefits Summary
- Paid Time Off
- 401K Summary**
- Flex Spending
- Check Stub
- Direct Deposit
- Payroll Summary

Employee Maintenance

Company: IRON CONSTRUCTION

Benefits Summary

Select Year: 2014 ▼

Base 401(k) Earnings	\$ 0.00
Elective Contributions (Pre-Tax)	\$ 0.00
Catch-Up Contributions (Pre-Tax)	\$ 0.00
Employee Contributions (Post-Tax)	\$ 0.00
401(k) Loan Payments	\$ 0.00
Roth Contribution	\$ 0.00
Roth Catch-up	\$ 0.00
Employer Non-Elective Contributions	\$ 0.00
Employer Matching Contributions	\$ 0.00
Safe Harbor Match 1	\$ 0.00
Safe Harbor Match 2	\$ 0.00



Flex Spending



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.

Administration Company: IRON CONSTRUCTION

Inquiries

Employee Overview

Benefits Summary

Paid Time Off

401K Summary

Flex Spending

Check Stub

Direct Deposit

Payroll Summary

Employee Maintenance

Plan Year

Select Flex Spending 2014 Go

Summary Balances Activity

Account	Elected Amount	YTD Deduction Amount	YTD Reimbursement Amount
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If you should ever forget your password:

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

The image shows two overlapping screenshots. The background screenshot is the 'HR Pyramid Web Edition Employee Login' page, which has fields for Username, Password, and a 'Register' button. A red circle highlights the 'Password Reminder' link. The foreground screenshot is the 'Password Reminder' form, which includes fields for Last Name, Birth Date, Soc-Sec-Num (last 4 digits), Email Address, and Zip Code. At the bottom of this form are 'Back' and 'Continue' buttons.

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.

The image shows a 'Password Reminder' confirmation page. It displays the text 'Your password has been mailed.' and a 'Login' button at the bottom right.