BBSI

HR △ Pyramid
Web Edition

BBSI is constantly seeking ways to better serve our clients and their employees. One of the services that has been requested on many occasions over the years is <u>Electronic Check Stubs</u>. We are pleased to inform you that over the next few weeks, we will be moving towards a full implementation.

If you are currently receiving a paper check, you will not see any change in the delivery of your check to you. If you have Direct Deposit or a Pay Card you will no longer be receiving a paper stub. Going forward you'll be able to:

Using the employee self-help functionality, you can:

- Update personal data such as addresses, phone numbers, and other contact information
- View and update dependent information
- View paycheck detail and drill-down for detailed information for each stub
- View paid time off balance

It is recommended that you add the address to your *Favorites………*
https://bbsiportal.bbsihq.com/hrp/EmployeeLogin

Let's get started: Registration

STOP 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.
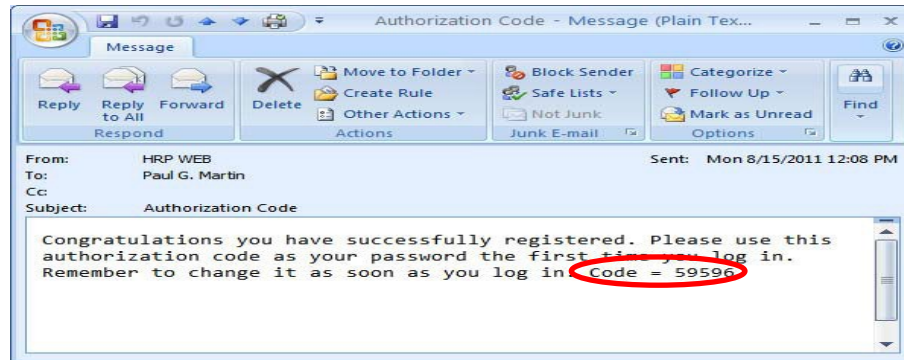
Password Change

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

Check Stubs and Payment History

Check History:

4. 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

Administration

Inquiries

    Employee Overview

    Benefits Summary

    Paid Time Off

    401K Summary

    Flex Spending

    Check Stub

    Direct Deposit

    Payroll Summary

Employee Maintenance

Account Type	Account Number	Transit Number	Deposit Method	Amount	Maximum	Account Status
Checking	5102056968882	073972181	Percent	0.00		Inactive
Checking	694062084	121100782	Balance			Active

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

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

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	6.00
401k	42.85
Dental Pt	7.64
Vision Pt	0.73
Medical Pt	3.66

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

6. 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.

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 Payroll or HR representative to make changes to this information.

View Payroll Summary:

If you want to see a summary of pay for a year, you would:

1. Go to **Inquiries > Payroll Summary.**

You can select a year using the drop down menu

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:
   o **Accrued through** date: gives you the last date you accrued PTO
   o **Carryover**: gives you the amount of PTO (if any) that carried over from the previous plan year
   o **Year end**: gives you the date your PTO plan resets
   o **Hours accrued**: this is the year-to-date amount of PTO that is accrued, not your total amount available for the entire year
   o **Hours taken**: amount of PTO taken year-to-date
   o **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

Password Retrieval

If you should ever forget your password:
1. Go to the portal login page and click on **Password Reminder.**

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

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