



# Human Resources Self Service User Guide

# Human Resources Self Service (HRSS) Users

## ■ HRSS Overview

- HRSS has the ability to grant employees access to company information and the employee's personal company data, such as:
  - Announcements
  - Pay Summary
  - Company Calendar
  - Personal Information
  - Pay History
  - Benefits



# Human Resources Self Service (HRSS)

- HRSS Overview (continued)
  - In addition, an employee may be granted ability to change and update their data either directly or by email notification to the appropriate parties.



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# Human Resources Self Service (HRSS)

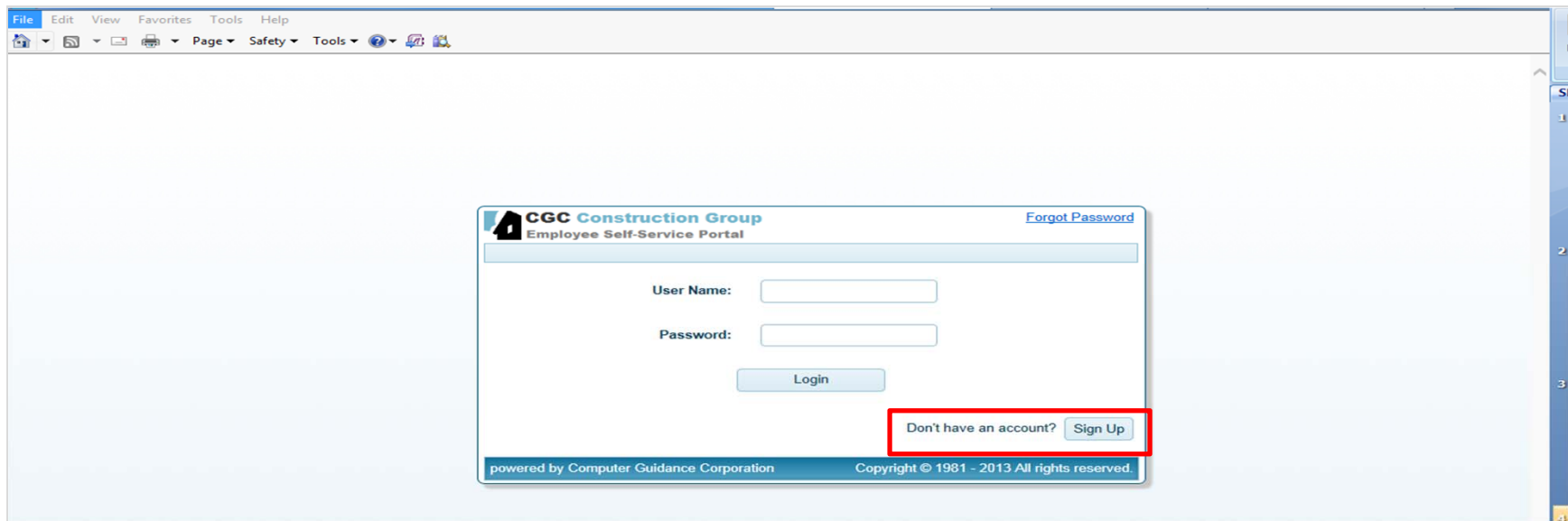
## HRSS User Setup

- The user will need to be given the link to access the HRSS site.
- Once in the site the user will need to register to gain access the HRSS information. During the registration process the employee will need to provide the following information:
  - First Name – This does not need to match the eCMS first name.
  - Last Name – This does not need to match the eCMS last name.
  - Social Security Number – **Must** match exactly what is entered for the employee master in eCMS.
  - Birth Date – **Must** match exactly what is entered for the employee master in eCMS.
  - User Name – This does not need to match the eCMS user name.
  - Email – This does not need to match the email address in eCMS but may be dictated by the Company's service security.



# Human Resources Self Service - (HRSS)

## HRSS User Setup



The screenshot shows a web browser window displaying the 'CGC Construction Group Employee Self-Service Portal'. The page features a login form with the following elements:

- Header:** 'CGC Construction Group' logo and 'Employee Self-Service Portal' text. A 'Forgot Password' link is located in the top right corner of the form area.
- Form Fields:** Two input fields labeled 'User Name:' and 'Password:'.
- Buttons:** A 'Login' button positioned below the password field.
- Registration Link:** A link that says 'Don't have an account?' followed by a 'Sign Up' button. This entire link area is highlighted with a red rectangular box.
- Footer:** A blue bar at the bottom of the form containing the text 'powered by Computer Guidance Corporation' and 'Copyright © 1981 - 2013 All rights reserved.'

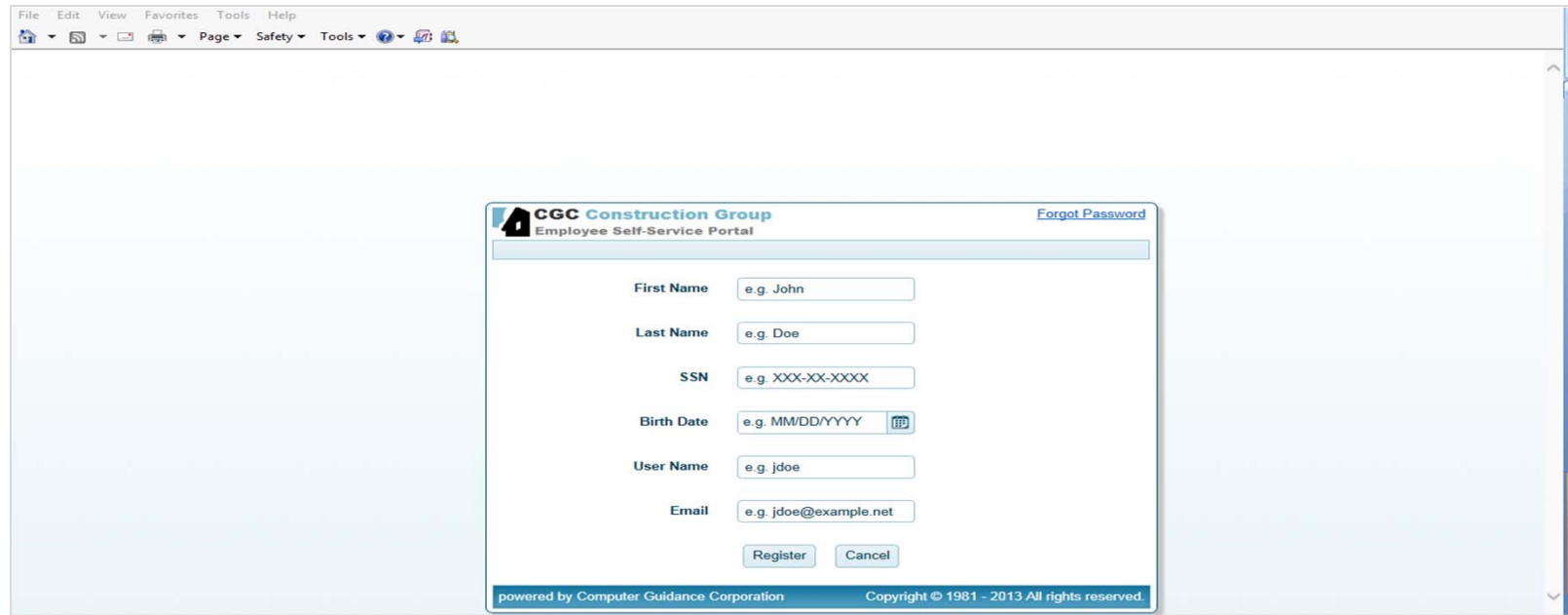


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# Human Resources Self Service (HRSS)

## HRSS User Setup



The screenshot shows a web browser window displaying the 'CGC Construction Group Employee Self-Service Portal'. The portal has a light blue background and a central white form area. The form contains the following fields and labels:

- First Name**: Input field with placeholder text 'e.g. John'.
- Last Name**: Input field with placeholder text 'e.g. Doe'.
- SSN**: Input field with placeholder text 'e.g. XXX-XX-XXXX'.
- Birth Date**: Input field with placeholder text 'e.g. MM/DD/YYYY' and a calendar icon.
- User Name**: Input field with placeholder text 'e.g. jdoe'.
- Email**: Input field with placeholder text 'e.g. jdoe@example.net'.

Below the form are two buttons: 'Register' and 'Cancel'. At the bottom of the form, there is a footer that reads 'powered by Computer Guidance Corporation' and 'Copyright © 1981 - 2013 All rights reserved.'.

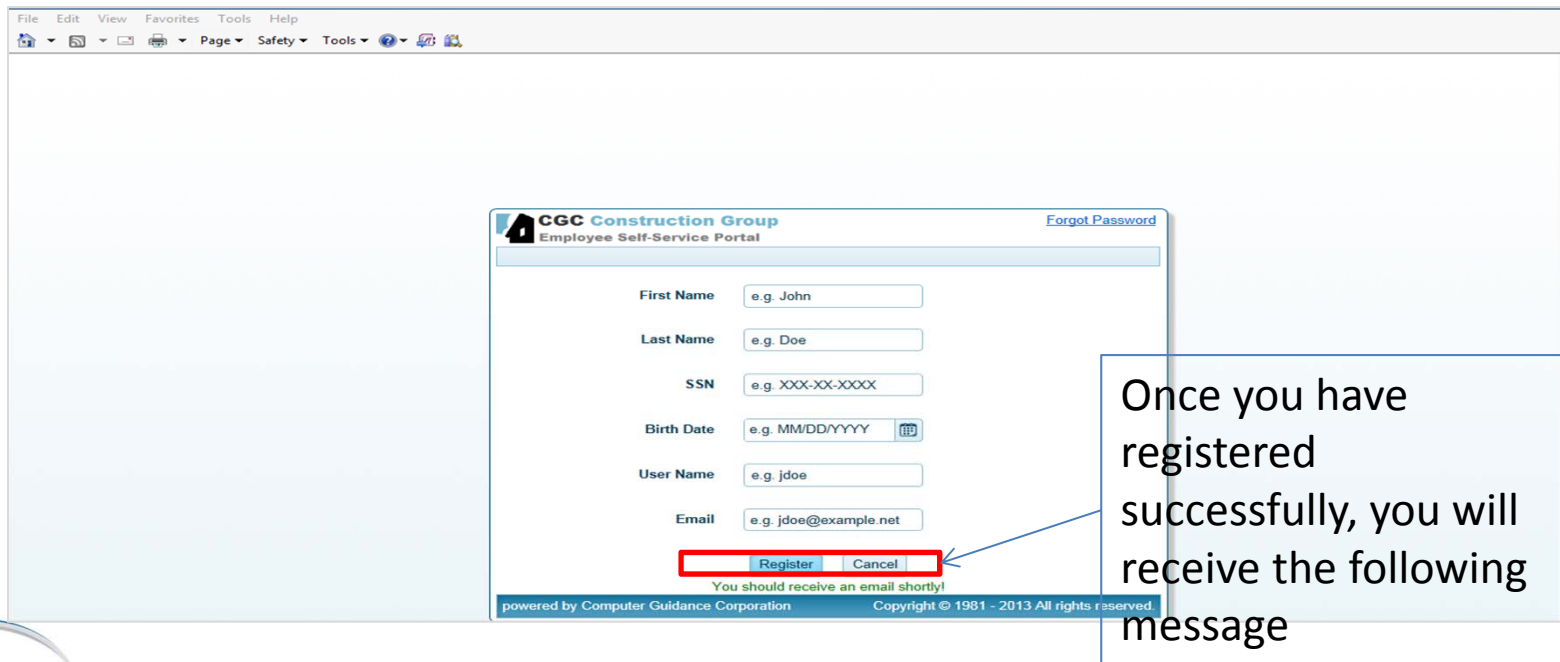


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# Human Resources Self Service (HRSS)

## HRSS User Setup



The screenshot shows a web browser window displaying the 'CGC Construction Group Employee Self-Service Portal'. The form contains the following fields: First Name (e.g. John), Last Name (e.g. Doe), SSN (e.g. XXX-XX-XXXX), Birth Date (e.g. MM/DD/YYYY), User Name (e.g. jdoe), and Email (e.g. jdoe@example.net). Below these fields are 'Register' and 'Cancel' buttons, which are highlighted with a red rectangle. A blue arrow points from a text box to the 'Register' button. The text box contains the message: 'Once you have registered successfully, you will receive the following message'. Below the form, a green banner reads 'You should receive an email shortly!'. The footer of the portal states 'powered by Computer Guidance Corporation' and 'Copyright © 1981 - 2013 All rights reserved.'.

CGC Construction Group  
Employee Self-Service Portal

First Name e.g. John

Last Name e.g. Doe

SSN e.g. XXX-XX-XXXX

Birth Date e.g. MM/DD/YYYY

User Name e.g. jdoe

Email e.g. jdoe@example.net

Register Cancel

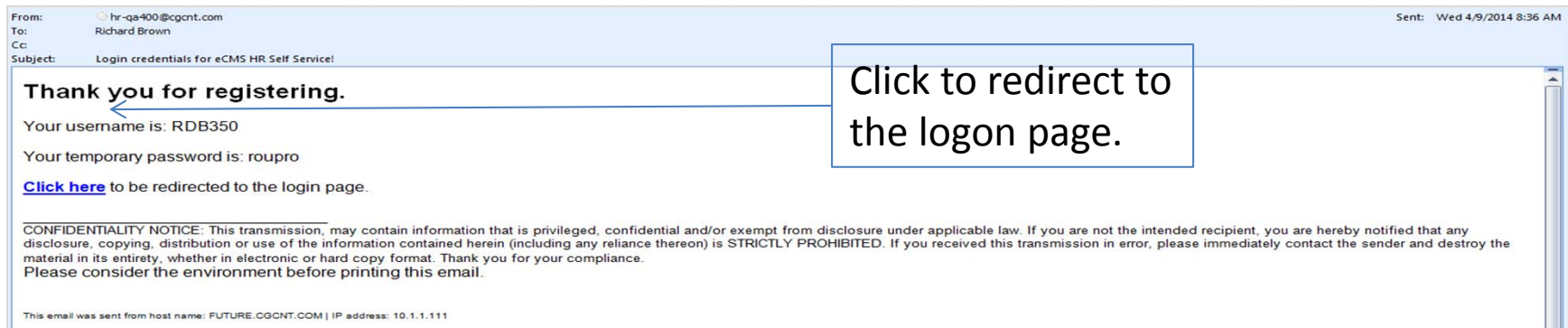
You should receive an email shortly!

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Once you have registered successfully, you will receive the following message

# Human Resources Self Service (HRSS)

## HRSS User Setup



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# Human Resources Self Service (HRSS)

## HRSS User Setup

You will be taken to the login screen, where the User Name and Password will be filled in. Click on the Login button.



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# Human Resources Self Service (HRSS)

## HRSS User Setup



The screenshot shows a web browser window displaying the 'CGC Construction Group Employee Self-Service Portal'. A modal window titled 'Please enter new password!' is centered on the screen. It contains two input fields: 'New Password:' and 'Confirm:'. Below these fields are 'OK' and 'Cancel' buttons. A 'Forgot Password' link is visible in the top right corner of the modal. A text box on the right side of the image, with arrows pointing to the input fields, states: 'You will be asked to enter and confirm a new password. Enter and select OK.'

CGC Construction Group  
Employee Self-Service Portal

[Forgot Password](#)

Please enter new password!

New Password:

Confirm:

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You will be asked to enter and confirm a new password. Enter and select OK.



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# Human Resources Self Service (HRSS)

## HRSS User Setup

File Edit View Favorites Tools Help  
Page Safety Tools

You will now be brought to a login screen, enter your new password and click on Login.

**CGC Construction Group**  
Employee Self-Service Portal

[Forgot Password](#)

User Name:

Password:

Login

Don't have an account? [Sign Up](#)

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# Human Resources Self Service (HRSS)

## HRSS Home Page

- On the users Home Page and employee may be able to view:
  - **Announcements** and access to available documents.
  - **Pay Summary**
    - Last Paycheck
    - Year-To-Date Gross
    - 401K
  - **Leave & Holiday Calendar**
    - This calendar will show not only the company holidays but also can show employees vacation, sick, comp and unpaid time if tracked.

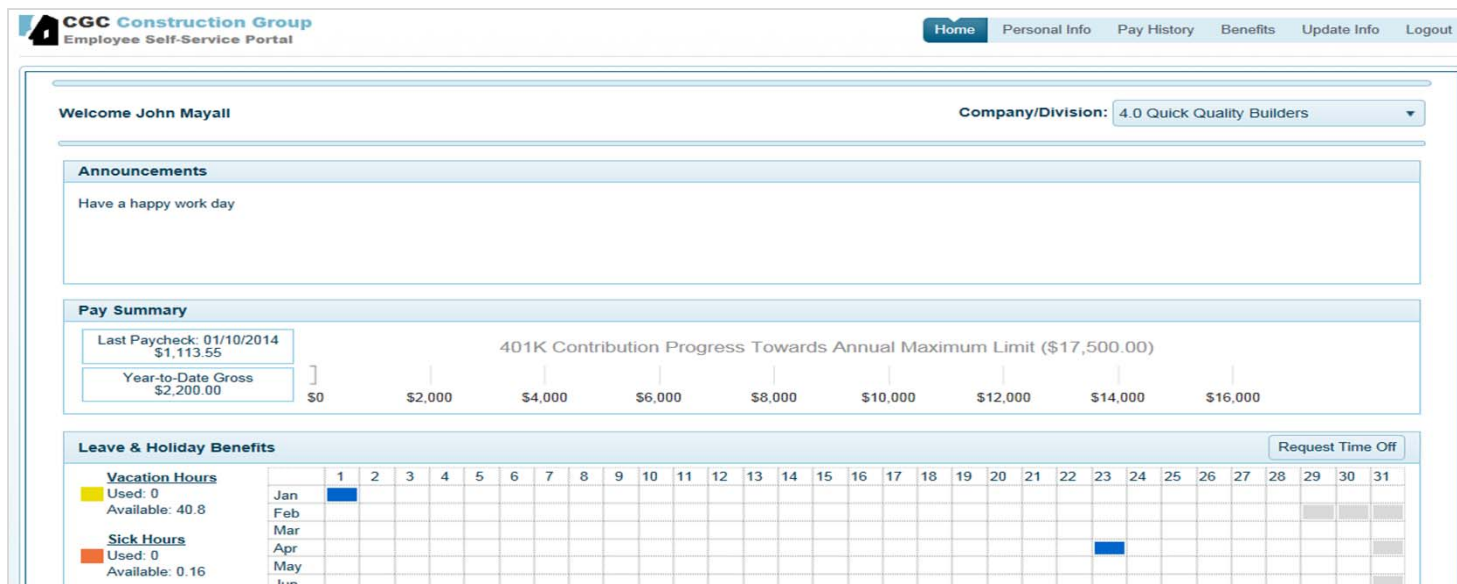


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# Human Resources Self Service (HRSS)

## HRSS Home Page



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# Human Resources Self Service (HRSS)


## HRSS Personal Info Page

- The Personal Info tab will allow the employee to see selected information that is contained in their HR and PR Masters. The following information is available:
  - Demographics
    - Contact Information
    - Key Dates
    - Payroll Information
  - Emergency Contacts
  - Skills



# Human Resources Self Service (HRSS)

## HRSS Personal Info Page

 **CGC Construction Group**  
Employee Self-Service Portal

HomePersonal InfoPay HistoryBenefitsUpdate InfoLogout

Welcome John MayallCompany/Division: 4.0 Quick Quality Builders

**Demographics**

Contact Information  
Address: 3102 N. 52nd Street  
Phoenix, AZ, 85018  
Home Phone: (602) 905-1899  
Cell Phone: 0

Key Dates  
Driver License Exp:  
Hire Date: 05/06/1999  
Date of Birth: 11/07/1933


Payroll Tax Information  
Tax Status: M  
Federal Exemptions: 0  
Additional Tax Amount: 0  
Additional Tax Percent: 0

**Emergency Contacts**

Name	Home Phone
Jane Mayall	(555) 555-5555

**Skills**

Emp Class-Type	Certification	Issuing Agency	State/Local	Effective	Expires	Last Activity	Description
101 /	SHIRT SIZE SMALL			01/01/2014			

 Version:1.1



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# Human Resources Self Service (HRSS)

## HRSS Pay History Page

- The Pay History will allow the user to access the following Pay History:
  - Paychecks
  - W2s

**CGC Construction Group**  
Employee Self-Service Portal

Home Personal Info **Pay History** Benefits Update Info Logout

Welcome John Mayall

Paychecks W2's

Check Number	Check Date	Check Amount
2014116	01/10/2014	\$1,113.55

EMPLOYEE		EMPLOYEE NAME		THIRD	PERIOD END DATE	DEPT/ASST OR	CHECK NO.
1	2	3	4	5	6	7	8
1	01	2	John Mayall, Jr.		01/10/2014	042292	1487
EARNINGS							
DESCRIPTION	RATE	AMOUNT	DESCRIPTION	AMOUNT	YTD AMOUNT		
REGULAR HOURS	8.00	51.00	ARTISAN	79.00	79.00		
REGULAR HOURS	14.00	40.00	ATLH HOUR	211.00	211.00		
REGULAR HOURS	14.00	80.00	DRUG	12.00	12.00		
DRUG BENEFIT			APPRENTICE PRISM	20.00	20.00		
401K ROTH			VACATION	60.00	60.00		
DATE HRS TOBATE	22.00		OTHER DED.	244.00	244.00		
DATE HRS AVAIL	70.86						
VACATION AVAIL							
CURRENT	2,742.00	426.99		79.00	515.44	<b>NETPAY</b>	
YTD	2,428.00	836.98		79.00	636.51	<b>**1,669.11</b>	
GROSS EARNING		PERIOD END DATE	YTD	YTD TAXES	YTD DED.	TOTAL TAXES/DED.	

**COMPUTER GUIDANCE** Computer Guidance  
15035 North 72nd St  
Scottsdale, TX 85260

CHECK DATE 01/10/2014 CHECK NO 1487  
CHECK AMOUNT \*\*1,669.11

PAY One Thousand Six Hundred Sixty-Nine Dollars and 11 Cents  
TO THE ORDER OF Ron Brown Jr.  
3459 Smith Street  
Phoenix, AZ 85008



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# Human Resources Self Service (HRSS)

## HRSS Pay History Page

The screenshot shows the CGC Construction Group Employee Self-Service Portal. The user is John Mayall, and the company/division is 4.0 Quick Quality Builders. The Pay History page displays a table with one entry for a paycheck.

Check Number	Check Date	Check Amount	
2014116	01/10/2014	\$1,113.55	<a href="#">View Details</a>

1 - 1 of 1 items



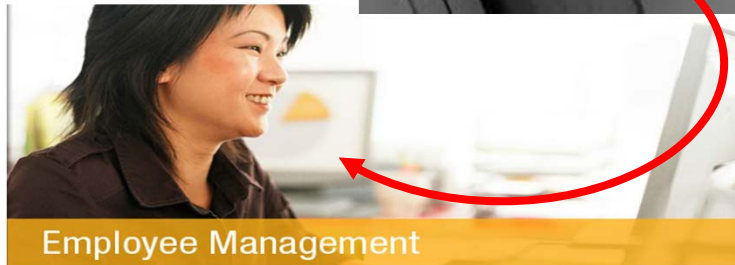
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## Human Resources Self Service (HRSS)


### HRSS Benefits Page

- The Benefits will allow a user to view the following HR and PR Information included on the last Paycheck issued to the employee:
  - Benefits
  - Deductions
  - Insured Dependents



# Human Resources Self Service (HRSS)

## HRSS Benefits Page

 **CGC Construction Group**  
Employee Self-Service Portal

HomePersonal InfoPay HistoryBenefitsUpdate InfoLogout

Welcome John MayallCompany/Division: 4.0 Quick Quality Builders

**My Benefits**


Benefit	Weblink to Insurer	Phone No	Group Id	Enrolled	Employer
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**My Deductions**

Benefit	Weblink to Insurer	Phone No	Group Id	Enrolled	Employee
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**Insured Dependents**

Name	Relationship	Date of Birth	Cat 1	Cat 2	Cat 3
Jane Mayall	SPOUSE	04/09/1990	✓		
Sally Mayall	DAUGHTER	04/09/2000	✓		

 HR Self Service powered by  
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Version: 1.1



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# Human Resources Self Service (HRSS)

## HRSS Update Info Page

- The Update Info tab allows the employee to update their information directly or through an email request to an appropriate party to update. The following information is available for update:
  - Profile
  - Demographics
  - Emergency Contact
  - Direct Deposit



# Human Resources Self Service (HRSS)

## HRSS Update Info Page

Welcome John Mayall Company/Division: Computer Guidance Construction

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**Profile** Save

User Name:  Email:

---

**Demographics** Save

Address 1:  Home Phone:    
Address 2:   
City/State/Zip Code:    Cell Phone:

---

**Emergency Contacts** Save

Name:  Home Phone:

---

**Direct Deposit** Please note: It may take up to two pay periods for changes to take effect. You will receive a paper check until changes are effective. Save

Select Account Type ▼	Routing Number: <input type="text"/>	Account Number: <input type="text"/>	Select ▼	Amount or %: <input type="text"/>
Select Account Type ▼	Routing Number: <input type="text"/>	Account Number: <input type="text"/>	Select ▼	Amount or %: <input type="text"/>
Select Account Type ▼	Routing Number: <input type="text"/>	Account Number: <input type="text"/>	Select ▼	Amount or %: <input type="text"/>



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