

Welcome to the eSuite HR Portal

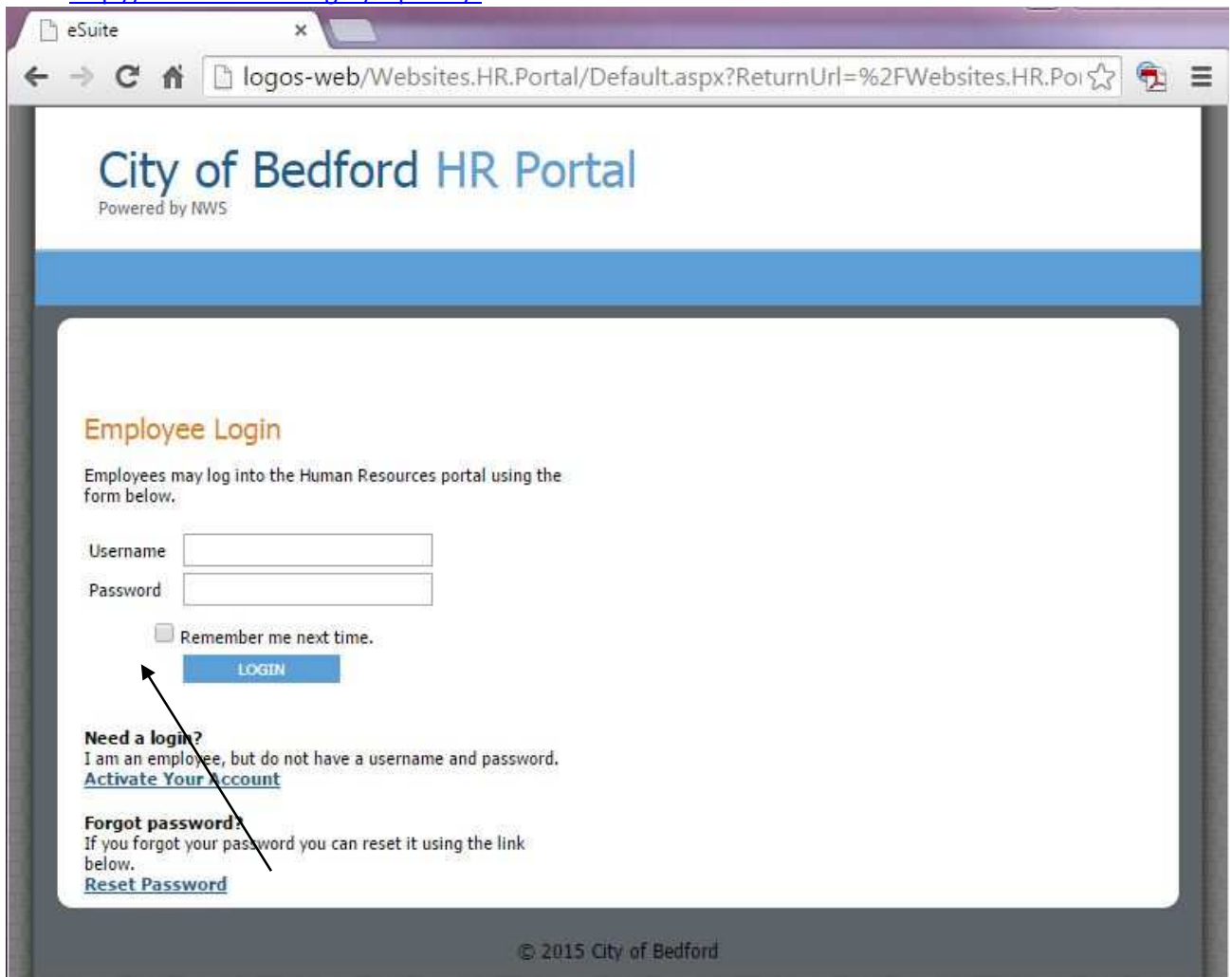
Listed below are the instructions on how to set up the HR portal for your personal use on a daily basis. This portal is designed to provide you access to your important employee information and to make some changes to your information as needed.

A couple of things to keep in mind as you maneuver through this document:

- This is a safe encrypted site. This means that you can rest easy knowing that the information contained in the site is safe and secure so that your information cannot be compromised.
- Your username and password is unique to you. Since you set it up no one else will have access to it. Please write down this information and keep it in a secure location or check the “remember me” option. No one else will have this information so it is important that you keep up with it.
- Some of the pages in the portal are not active (such as timesheets and benefits enrollment). If you click on an inactive page the system will boot you out and you will have to log in again.
- Some of the pages may say that an approval is needed to request a change. Approvals will trigger HR to make changes in multiple locations to ensure all of your records are complete. For example, a change of address requires us to send you a TMRS address change form and to change your address in multiple vendor systems such as CIGNA, ICMA, VSP, etc.
- Lastly, if you experience an error message at any time, please complete a screen shot of the error message and send that to HR so that we are aware of any issues you may have encountered.

We hope that you will find this portal useful. Please feel free to contact HR with any questions or concerns.

Go to <http://www.bedfordtx.gov/hrportal/> and save this as a favorite for future use.



The screenshot shows a web browser window with the address bar displaying "logos-web/Websites.HR.Portal/Default.aspx?ReturnUrl=%2FWebsites.HR.Po". The page title is "City of Bedford HR Portal" and it is "Powered by NWS". The main content area is titled "Employee Login" and contains the following text: "Employees may log into the Human Resources portal using the form below." Below this text are two input fields for "Username" and "Password". There is a checkbox labeled "Remember me next time." and a blue "LOGIN" button. Below the login form, there are two sections: "Need a login?" with the text "I am an employee, but do not have a username and password." and a link "Activate Your Account"; and "Forgot password?" with the text "If you forgot your password you can reset it using the link below." and a link "Reset Password". A black arrow points from the "Reset Password" link to the "LOGIN" button. At the bottom of the page, there is a copyright notice: "© 2015 City of Bedford".

Click on the Activate Your Account link to setup a new account
Enter your information on the screen shown below.
You can setup any username and password that you want.

The screenshot shows the 'City of Bedford HR Portal' header with the text 'Powered by NWS'. Below the header is a blue horizontal bar. The main content area is titled 'Activate Your Account' and includes the instruction 'Complete the form below to begin the account activation process.' Underneath is a section titled 'Verify Your Identity' with three input fields: 'LAST NAME' (a single wide box), 'SSN' (three boxes with dashes), and 'CONFIRM SSN' (three boxes with dashes). A blue 'CONTINUE...' button is positioned below the SSN fields. At the bottom of the page, the copyright notice '© 2015 City of Bedford' is visible.

Once your account has been created you can click on the Click to login link

This screenshot shows the same 'City of Bedford HR Portal' header and blue bar. The main content area is titled 'Activate Your Account' and displays the message 'ACCOUNT CREATED' followed by 'Your Account has been activated.' Below this message is a blue underlined link that says 'Click to login.' The copyright notice '© 2015 City of Bedford' is at the bottom. A black arrow points from the 'Click to login.' link in this screenshot to the 'Click to login.' link in the previous screenshot.

Type in the username and password you created and click on Login

The screenshot shows the City of Bedford HR Portal home page. At the top, the title "City of Bedford HR Portal" is displayed in blue, with "Powered by NWS" underneath. A navigation bar contains links for HOME, MY HR, TIMESHEET, BENEFIT ENROLLMENT, and LOGOUT. Below the navigation bar, a "Home" link with a house icon is visible. The main content area features a large heading "Welcome to the HR Portal" and a paragraph of text: "Welcome to the HR portal. This portal will give you access to your paycheck stubs, W-2, benefit and accrual information. Please note that benefits and deductions prior to 2015 were not brought over to this portal. Please check this portal on a regular basis as updated information will be made available to you. If you have any questions, please feel free to contact a member of HR." Below this text is a "My Account" link with a person icon and the subtext "Manage your account information." At the bottom of the page, the copyright notice "© 2015 City of Bedford" is present.

You can change your password at any time by clicking on the My Accounts link and entering a new password

The screenshot shows the "Maintain My Account" page on the City of Bedford HR Portal. The header and navigation bar are identical to the previous screenshot. The main content area has a heading "Maintain My Account" and a sub-heading "Account Information" in orange. Below this, there are three input fields: "Username:" followed by a text box with an asterisk, "Password:" followed by a text box, and "Confirm Password:" followed by a text box. At the bottom of the form area, there are two buttons: "SUBMIT" and "CANCEL". The copyright notice "© 2015 City of Bedford" is at the bottom of the page.

Later in the year we plan to use the HR Portal to do Benefit Open Enrollment. At that time we will send out detailed instructions on how to use benefit enrollment. If you click on the Benefit Enrollment link right now you will see that there is not an open enrollment batch.

The screenshot shows the City of Bedford HR Portal interface. At the top, the title "City of Bedford HR Portal" is displayed in blue, with "Powered by NWS" in smaller text below it. A navigation bar contains five items: HOME, MY HR, TIMESHEET, BENEFIT ENROLLMENT (which is highlighted), and LOGOUT. Below the navigation bar, a breadcrumb trail shows "Home » Benefit Enrollment". The main content area features a large, empty light blue rectangular box on the left. To the right of this box, the heading "Select Enrollment Process" is shown in orange. Below the heading, a message states: "There are no Open Enrollment events open at this time."

If you click on the My HR link you will see the following page.

The screenshot displays the City of Bedford HR Portal interface. At the top, the header reads "City of Bedford HR Portal" with "Powered by NWS" below it. A navigation bar contains links for HOME, MY HR (highlighted), TIMESHEET, BENEFIT ENROLLMENT, and LOGOUT. Below the navigation bar, a breadcrumb trail shows "Home > My HR". The main content area is titled "Employee Portal" and lists several services in two columns:

- Accrual Information**: A glance at your accrued overtime, vacation and personal time.
- Benefits**: A summary of your current and historical benefits.
- Contacts/Dependents**: Manage your personal contacts for emergencies and other purposes.
- Deductions**: A summary of your current and historical deductions.
- Direct Deposits**: Manage your direct deposit distributions.
- Pay Rate**: View your current pay rate.
- Paychecks**: View your recent and previous paychecks.
- Positions**: View your current position.
- Personal Information**: Manage your personal information such as address, contact information, etc.
- Print 1099 Forms**: Print your 1099 Forms.
- Print W2 Forms**: Print your W2 Forms.
- Taxes**: View a summary of your current tax withholdings.

At the bottom of the page, the copyright notice reads "© 2015 City of Bedford".

The same options can be selected by hovering over the My HR tab.

The screenshot shows the City of Bedford HR Portal interface. The browser address bar displays the URL: `logos-web/Websites/HR/Employee/ePayroll/AccrualInformation.aspx?menu=0`. The page title is "City of Bedford HR Portal" with the subtext "Powered by NWS". The navigation menu includes "HOME", "MY HR", "TIMESHEET", "BENEFIT ENROLLMENT", and "LOGOUT". The "MY HR" tab is active, and its dropdown menu is open, listing the following options: Accrual Information, Benefits, Contacts/Dependents, Deductions, Direct Deposits, Paychecks, Pay Rate, Personal Information, Positions, Taxes, Print W2 Forms, and Print 1099 Forms. Below the menu, the "Accrual Information" section is visible, featuring a table with the following data:

	Starting Balance	Hours Earned	Hours Taken	Ending Balance	Days
V	0.0000	49.2304	0.0000	49.2304	6.15
Compensatory	0.0000	73.5000	9.0000	64.5000	8.06
Holiday	-8.0000	40.0000	32.0000	0.0000	0.00
Sick	-11.0000	59.0400	6.0000	42.0400	5.26
Personal	11.0000	0.0000	3.0000	8.0000	1.00
Emergency Leave	0.0000	24.0000	0.0000	24.0000	3.00

At the bottom of the page, the copyright notice "© 2015 City of Bedford" is displayed.

Click on each of these links to see the available information. Below is the accrual information screen

The screenshot shows the 'City of Bedford HR Portal' interface. The header includes the title 'City of Bedford HR Portal' and 'Powered by NWS'. A navigation bar contains links for HOME, MY HR, TIMESHEET, BENEFIT ENROLLMENT, and LOGOUT. Below the navigation bar, a breadcrumb trail reads 'Home > My HR > Accrual Information'. The main content area is titled 'Accrual Information' and features a 'Choose a year' dropdown menu set to '2015'. Below this is a table with the following data:

Hour Category	Starting Balance	Hours Earned	Hours Taken	Ending Balance	Days
Vacation	0.0000	49.2304	0.0000	49.2304	6.15
Compensatory	0.0000	73.5000	9.0000	64.5000	8.06
Holiday	-8.0000	40.0000	32.0000	0.0000	0.00
Sick	-11.0000	59.0400	6.0000	42.0400	5.26
Personal	11.0000	0.0000	3.0000	8.0000	1.00
Emergency Leave	0.0000	24.0000	0.0000	24.0000	3.00

At the bottom of the page, there is a copyright notice: '© 2015 City of Bedford'.

You can view previous paycheck stubs using the HR Portal by clicking on the Paychecks link. The most current paycheck is shown but you can select the year and pay period you want to see by using the drop down boxes at the top of the screen

****You will no longer receive a printed direct deposit pay stub.****

The screenshot shows the 'City of Bedford HR Portal' interface for the 'Paycheck Information' screen. The header and navigation bar are identical to the previous screenshot. The breadcrumb trail reads 'Home > My HR > Paychecks'. The main content area is titled 'Paycheck Information' and contains a red warning message: 'This page contains your paycheck stubs. Please note that you may only access and print pay check stubs for any paycheck dated after August 27, 2015.' Below the message, there are two dropdown menus: 'Year & Pay Period' set to '2015' and 'Select a Pay Period ...'. To the right of these dropdowns is a blue button labeled 'PRINT PAY CHECK'. At the bottom of the page, there is a copyright notice: '© 2015 City of Bedford'.

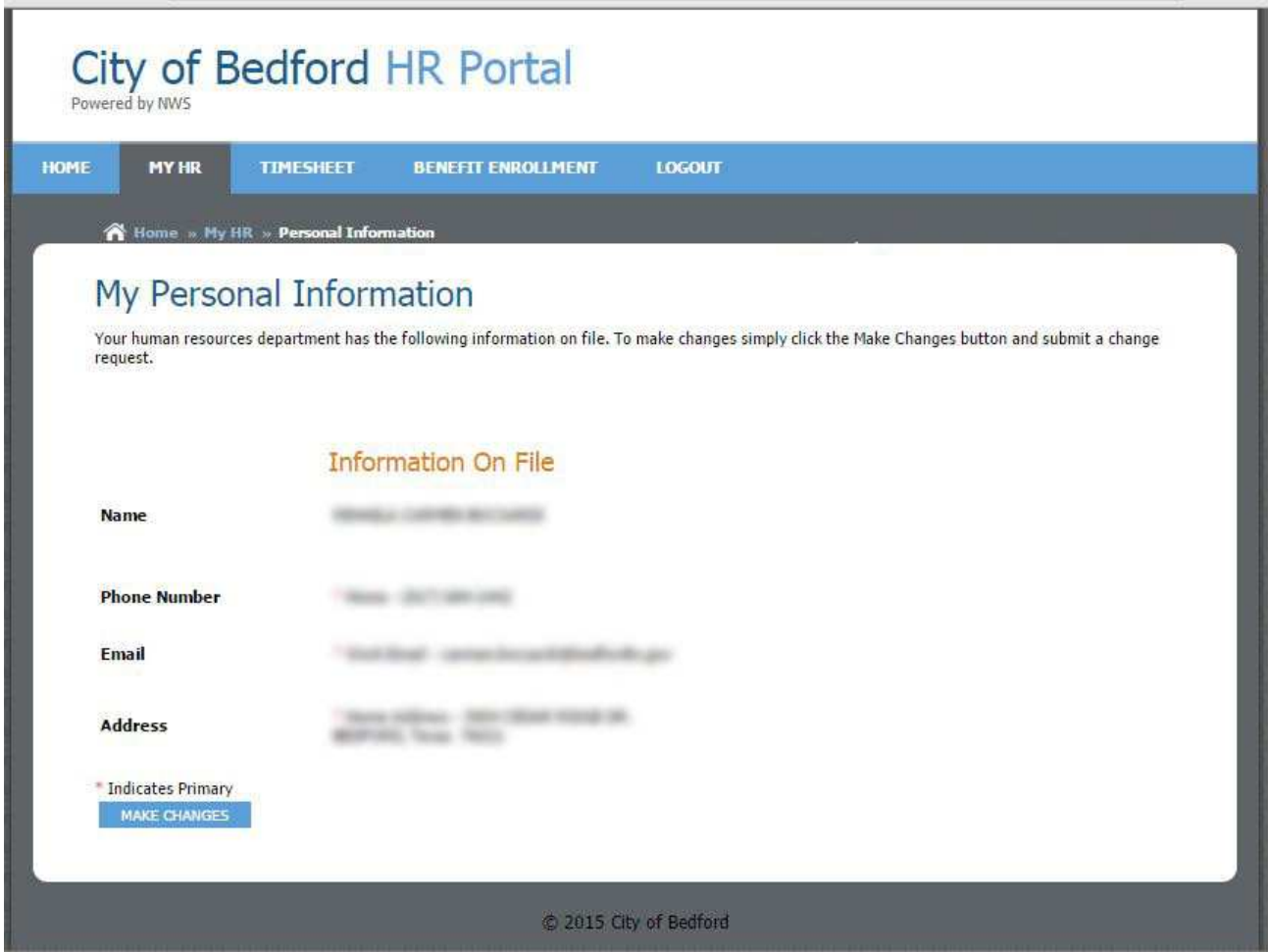
The system will allow you to add emergency contacts or dependents. Below is a screenshot of how to add a new dependent by clicking on the link and filling in the information.

****Adding a dependent does not automatically add that dependent to insurance coverage; please contact the HR department to make these adjustments.****

The screenshot shows the 'City of Bedford HR Portal' interface. At the top, there is a navigation bar with links for HOME, MY HR, TIMESHEET, BENEFIT ENROLLMENT, and LOGOUT. Below this is a breadcrumb trail: Home » My HR » Contacts Dependents » Contact. The main content area is titled 'Create Contact' and contains a 'Contact Information' section. This section is divided into two columns of fields. The left column includes: Title (dropdown), First Name (text, marked with a red asterisk), Middle Name (text), Last Name (text, marked with a red asterisk), Suffix (dropdown), Same Address as Employee (checkbox), Address (three stacked text boxes), Zip (text), City (text), State (dropdown), and Email Address (text). The right column includes: Primary Contact (checkbox), Emergency Contact (checkbox), Beneficiary (checkbox), Dependent (checkbox), Relationship (dropdown), Date of Birth (text), SSN (text), Gender (dropdown), Student (checkbox), and Comments (text area). At the bottom of the form is a blue 'SUBMIT CHANGES' button and a blue link labeled 'Add Phone Number'. The footer of the page reads '© 2015 City of Bedford'.

Below is a screen shot of how you can use the system to make changes to your personal information. If you click on the Make Changes button and edit the information it will submit a change request to the HR department. Your screen will look like the screen below on the right. Once the change has been approved the information will be updated and you will not see the "CHANGES PENDING APPROVAL" message. You should also receive an e-mail notifying you if the change was approved or denied.

**** If you are making changes to your name you will need to submit official documentation to the HR department before the change will be approved.****



City of Bedford HR Portal

Powered by NWS

HOME

MY HR

TIMESHEET

BENEFIT ENROLLMENT

LOGOUT

Home » My HR » Personal Information

My Personal Information

Your human resources department has the following information on file. To make changes simply click the Make Changes button and submit a change request.

Your change request has been submitted. Some changes are pending approval as indicated below.

Information On File

Changes Pending Approval

Name

[Redacted]

Phone Number

[Redacted]

Email

[Redacted]

Address

[Redacted]

[Redacted]

* Indicates Primary

EDIT CHANGES

CANCEL CHANGES

**** This page is for informational purpose only. All direct deposit changes still need to be routed through HR using the appropriate forms as indicated on the portal page. ****

City of Bedford HR Portal

Powered by NWS

HOME MY HR **TIMESHEET** BENEFIT ENROLLMENT LOGOUT

Home > My HR > Direct Deposits

Direct Deposits

Listed below is your current direct deposit information on file with HR. Please note this page is for informational purposes only. No direct deposit changes or cancellations will be accepted through this portal. To make a direct deposit change, use the change form at S:/readonly/hrforms/general forms/direct deposit (and/or direct deposit cancellation).

Information on File

Paperless Direct Deposit

Frequency	Sequence	Bank	Account	Deposit Type	Amount
All Including Special	999	Bank of America 111000025	Checking - xxxxxxx8655	Balance of Net pay	

[MAKE CHANGES](#)

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**** This page is for informational purpose only. All direct deposit changes still need to be routed through HR using the appropriate forms as indicated on the portal page. NO CHANGES WILL BE ACCEPTED FROM THIS PAGE ****

City of Bedford HR Portal
Powered by NWS

HOME MY HR TIMESHEET BENEFIT ENROLLMENT LOGOUT

Home > My HR > Direct Deposits > Direct Deposit

Direct Deposit - Change Form

***** No Direct Deposit change requests will be accepted through this page. Please contact HR for more information.*****

Paperless Direct Deposit

DELETE X

BANK	Bank of America 111000025 - 111000025	ACCOUNT TYPE	Checking
Sequence	999	ACCOUNT #	[REDACTED]
Amount Type/Amount	Balance of Net	FREQUENCY	ALL5 - All Including Special

ADD A DISTRIBUTION

BANK	[REDACTED]	ADD DISTRIBUTION
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SUBMIT CHANGES

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If you are selecting two direct deposit accounts one needs to have an amount and one needs to be the Net Check. Select the Account Type, enter the Account # and select All Checks as the Frequency. If you need to delete one of the direct deposit accounts click on the delete button to the far right.

When you click on Submit Changes a request will be sent to the Payroll division.

****The request will not be approved until you submit a voided check to the Payroll division.**

NO CHANGES WILL BE ACCEPTED FROM THIS PAGE **

City of Bedford HR Portal

Powered by NWS

HOME

MY HR

TIMESHEET

BENEFIT ENROLLMENT

LOGOUT

Home » My HR » Direct Deposits » Direct Deposit

Direct Deposit - Change Form

***** No Direct Deposit change requests will be accepted through this page. Please contact HR for more information.*****

Paperless Direct Deposit

DELETE X

BANK	Bank of America 111000025 - 111000025	ACCOUNT TYPE	Checking
Sequence	999	ACCOUNT #	
Amount Type/Amount	Balance of Net	FREQUENCY	ALL5 - All Including Special

DELETE X

BANK	Bank of North Texas - 111902880	ACCOUNT TYPE	Checking
Sequence		ACCOUNT #	999999999
Amount Type/Amount	Amount \$100.00	FREQUENCY	ALL - All Periods

ADD A DISTRIBUTION

BANK		ADD DISTRIBUTION
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[SUBMIT CHANGES](#)