

## EMPLOYEE SELF-SERVICE INSTRUCTIONS

URL: myhr.brazosport.edu

https://myhr.brazosport.edu/account/login?ReturnUrl=%2F

Convert Select

**Brazosport College**  
The College of Choice®

### Log in

Username

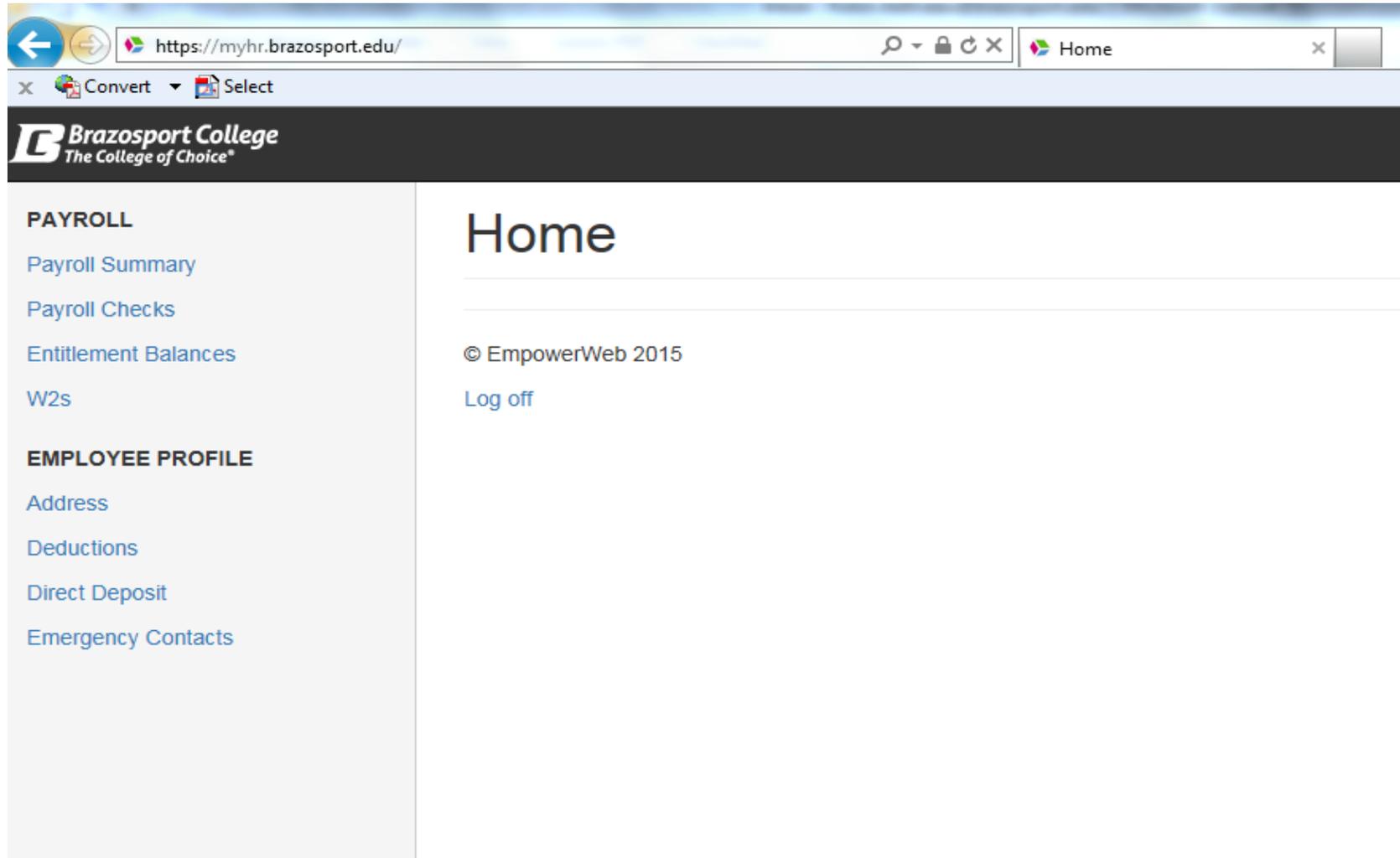
Password

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[Log in](#)

Enter your Username and Password (the same username and password you use to log in to your computer each day). Click “Log in.”

After logging in, the following page will appear:



Make your selection from the left-hand menus (Payroll and Employee Profile). A brief description of each option follows.

Payroll Summary:

The screenshot shows a web browser window with the URL <https://myhr.brazosport.edu/views/payrollsummary>. The browser's address bar shows the page title "Payroll Summary". The page header features the Brazosport College logo with the tagline "The College of Choice".

On the left side, there is a navigation menu with the following sections:

- PAYROLL**
  - Payroll Summary
  - Payroll Checks
  - Entitlement Balances
  - W2s
- EMPLOYEE PROFILE**
  - Address
  - Deductions
  - Direct Deposit
  - Emergency Contacts

The main content area is titled "Payroll Summary" and includes a "Calendar Year:" dropdown menu set to "2015". Below this is a table with the following data:

Type	Description	Amount
Pay	\$20 PROVIDED BY BC	\$80.00
Pay	SALARY/CLASSIFIED FULL TIME	\$14,884.00
Benefit	Dental Maintenance Organization ES	\$79.72
Benefit	Election II Life Insurance	\$34.20
Benefit	Health Select BCBS ES	\$1,231.52
Benefit	Health Care Reimbursement Account	\$400.00
Benefit	Dependent Life	\$5.52
Benefit	NSTD	\$44.64
Benefit	Tobacco Surcharge One Member	\$120.00
Deduction	CREDIT UNION	\$1,600.00
Deduction	FOUNDATION PLEDGE	\$25.00
Retirement	Teacher's Retirement System	\$2,009.36
Tax	FIT	\$1,076.12
Tax	MEDICARE	\$175.24
		<b>Total: \$9,174.80</b>

At the bottom of the page, there is a copyright notice "© EmpowerWeb 2015" and a "Log off" link.

This screen shows you a calendar year-to-date summary of all of your paychecks. It includes each pay type, benefit type, deduction type, and retirement type included in your checks since January 1 of the current year.

Payroll Checks:

Calendar Year: 2015 ▼			
Download	Check Date	Check Number	Check Amount
	04/22/2015	DD063577	\$2,274.95
	03/20/2015	DD063011	\$2,299.95
	02/20/2015	DD061889	\$2,299.95
	01/22/2015	DD061453	\$2,299.95
			<b>Total: \$9,174.80</b>

This screen gives you a list of each paycheck you have received. You can view and/or print a copy of your paycheck vouchers.

- a. Click the blue arrow in the “Download” column next to the check you wish to view or print to open the .pdf document on your computer. Once it is open, you will be able to print it or save it to your computer.
- b. Change the “Calendar Year” using the drop-down in the top right-hand corner to see paychecks from prior years.

Entitlement Balances (only applicable for full-time employees):

## Entitlement Balances

Entitlement Year: 2015 ▼			
Transactions	Entitlement Type	Description	Hours
+	SICK LEAVE	Sick Leave	69.00
+	VACATION	Vacation	39.00

This screen displays:

1. Your **Sick Leave balance** based on forms received/recorded by HR. You will notice an entry in September for your annual sick leave allotment. In addition, you may have an entry dated 9/1 representing your carryover balance from the prior year.

**Note:** You will find your Paid Personal Leave (PPL) balance within your Sick Leave Details. If you have used any PPL this fiscal year, there will be a note that begins with "PPL" (in the "comments" column). You will be able to see how many hours you have used by adding up the hours from the "hours" column. PPL is deducted from your Sick Leave balance.

2. Your **Vacation balance** based on forms received/recorded by HR. (Hours not yet taken, but scheduled for a future date, may be reflected in this balance if you submitted a form to HR for vacation scheduled in advance.)

**Note:** You will see three entries for 75% of your vacation entitlement for the fiscal year in September of each year. In June, you will see an entry for the remaining 25% of your vacation leave. In addition, if you had carryover vacation from the prior year, it will also show as a separate accrual with a date of 9/1. Please note that **vacation leave is earned pursuant to Policy DED (Local)**.

Click on the blue plus sign under the "Transactions" column to see the exact dates and hours you have used and/or scheduled.

# Entitlement Balances

Transactions for Entitlement Type SICK LEAVE and Entitlement Year 2015

Date	Comments	Hours
09/01/2014	ACCRUAL	51.50
09/15/2014	ACCRUAL	96.00
10/07/2014	OCT 1-2, 2014 - SICK	-18.00
02/09/2015	FEB 2, 2015 - SICK	-4.00
02/25/2015	PPL - FEB 25, 2015 (9)	-9.00
03/17/2015	MAR 2, 2015 - SICK	-9.00
03/17/2015	MAR 3, 2015 - SICK	-9.00
03/17/2015	MAR 4, 2015 - SICK	-2.50
04/28/2015	FAM - APR 27, 2015 - SPOUSE ILL	-9.00
05/11/2015	MAY 5-6, 2015 - SICK	-18.00
		<b>Total: 69.00</b>

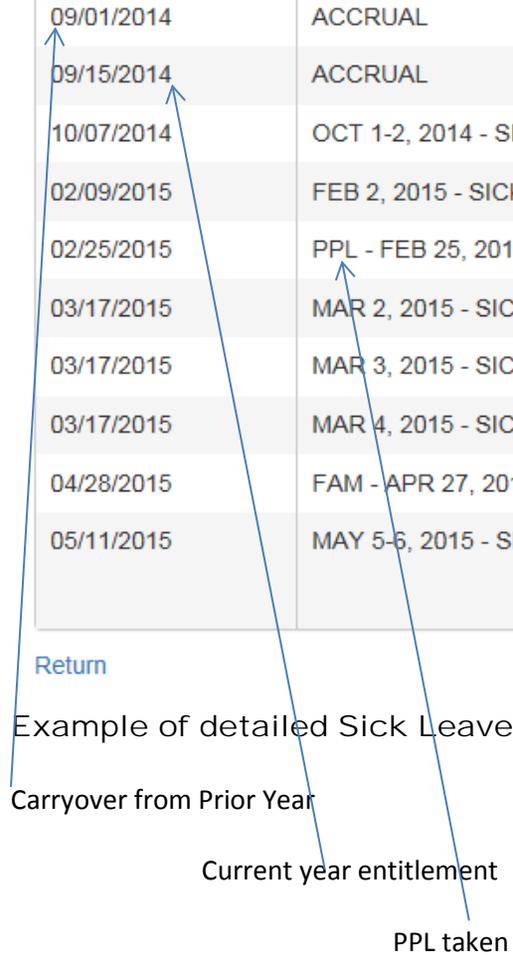
Return

Example of detailed Sick Leave screen

Carryover from Prior Year

Current year entitlement

PPL taken



W-2s:

https://myhr.brazosport.edu/views/formw2

W2s

Convert Select

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**PAYROLL**

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- [Payroll Checks](#)
- [Entitlement Balances](#)
- [W2s](#)

**EMPLOYEE PROFILE**

- [Address](#)
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## W2s

Download	Calendar Year	Company
<a href="#">↓</a>	2014	Brazosport College

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Click on the blue arrow in the “download” column to view, print, or save a copy of your W-2.

Address:

**Brazosport College**  
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**PAYROLL**  
[Payroll Summary](#)  
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[W2s](#)

**EMPLOYEE PROFILE**  
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## Address

**Address**

Address 1	<input type="text" value="200 W SMITH ST"/>	City	<input type="text" value="FRESNO"/>
Address 2	<input type="text"/>	State	<input type="text" value="CA"/>
Address 3	<input type="text"/>	Postal Code	<input type="text" value="22219"/>

**Home Contact**

Phone	<input type="text" value="9792809157"/>
Cell Phone	<input type="text"/>
E-Mail	<input type="text" value="test.employee@yahoo.com"/>

**Office Contact**

Phone	<input type="text"/>
Cell Phone	<input type="text"/>
E-Mail	<input type="text" value="test.employee@brazosport.edu"/>

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You are now able to update your own address for Human Resources and Payroll. Simply enter your new address, then click “save.” If you make an error, you can re-type your address and click “save” again.

Direct Deposit:

# Direct Deposit

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Direct Deposit

Bank Account  
Number

123456

Transit Routing  
Number

313185515

Account Type

Checking ▼

Send To

Home E-Mail ▼

Save

This is your primary (balance of pay) direct deposit account. You can edit the account number, routing number, account type, and which email address is used for emailing your payroll pay advice by updating the information in the applicable boxes. Once you make your changes, click "save."

Deductions:

## Deductions

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Edit	Deduction Type	Direct Deposit	Bank Account Number	Transit Routing Number	Rate
	DIRECT DEPOSIT 2	Yes	2201379	313185515	20.00

---

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If you have more than one direct deposit account, your additional accounts will display as deductions. These are the only deductions that will be displayed here. You can edit your account information and deposit amounts by clicking on the blue pencil in the “Edit” column.

# Deductions

## Direct Deposit

Direct Deposit

Bank Account Number

Transit Routing Number

Account Type

## Rate

Percent

%

If you currently have an election of a percentage of your check going to a secondary account, the percentage will show here. If you currently have an election of a flat amount, the flat amount will be displayed here instead of a percentage. To change from percentage to flat amount OR from flat amount to a percentage, you will need to complete a new direct deposit form (available in the "forms" folder on the employee drive).

Comments

[Cancel](#)

To edit your account information, simply change the information in the applicable boxes (such as bank account number, transit routing number, account type, and percent/amount), then click "save."

To stop a direct deposit, remove the check mark by clicking in the box following "Direct Deposit," then click "Save."

To add a new direct deposit account or to change from a percent of pay to flat amount/flat amount to percent of pay, you will need to complete a new direct deposit form. The form can be found in the "forms" folder on the employee drive.

Emergency Contact:

## Emergency Contacts

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Edit	Relationship	First Name	Last Name	Primary	Delete
 <a href="#">+ Add</a>	CONTACT	DENIS	DIVINE	Yes	

---

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After clicking the “Emergency Contact” link, a list of your existing emergency contacts will appear.

1. To view/change the details of an emergency contact, click on the blue pencil in the “edit” column. You can edit your existing emergency contact information by making changes in the applicable boxes, then clicking “Save.”
2. To add an additional emergency contact, click on the blue plus sign next to the word “Add.” Fill in the contact information and click “Save.”

# Emergency Contacts

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Relationship	<input type="text" value="SPOUSE"/>
First Name	<input type="text" value="TEST"/>
Last Name	<input type="text" value="CONTACT"/>
Phone	<input type="text" value="1234567890"/>
Cell Phone	<input type="text"/>
E-Mail	<input type="text"/>
Primary	<input checked="" type="checkbox"/>
	<input type="button" value="Save"/> <a href="#">Cancel</a>

Enter the applicable information and click "Save" to update your emergency contacts.