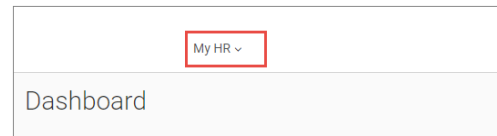
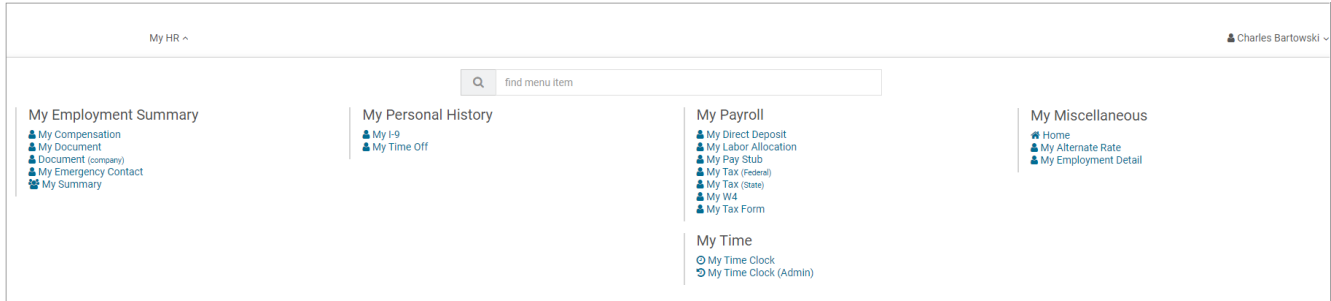


Employee Portal (My HR Menu) Essential HR

Employee end users click on the **My HR** link in the upper-left of the screen above the **Dashboard** in Asure Essential HR to display the **My HR** menu options to access their HR and payroll data. The Employee Self-Service **My HR** menu (also known as the **Employee Portal**) options appear on a popup screen overlaying the Dashboard.



Note: This guide discusses the Employee Portal options for employees in companies that have been set to use the **Asure Essential HR** product tier. The My HR menu options for this tier are different than for the Asure Advanced HR tier.



The **My HR** screen displays a number of sub-menu panes, each with links to screens where you can get more detail about your HR and payroll data. The **My HR** sub-menus are organized into general category tiles described in the following table. **Note:** The exact list of menu items that display may vary depending on your company and your assigned security role.

The **My HR** menu items shown in this job aid depict those typically made available for employees with the **Base User** role using Asure Essential HR. Base Users can only see their own information and most of the screens are read only.

My HR Menu Category (Tile)	Description
<h3 data-bbox="203 1087 495 1117">My Employment Summary</h3> <div data-bbox="203 1123 592 1302"><p data-bbox="235 1144 519 1171">My Employment Summary</p><ul data-bbox="235 1176 430 1281" style="list-style-type: none"><li data-bbox="235 1176 389 1201">My Compensation<li data-bbox="235 1201 365 1226">My Document<li data-bbox="235 1226 397 1251">Document (company)<li data-bbox="235 1251 430 1276">My Emergency Contact<li data-bbox="235 1276 365 1302">My Summary</div>	<p data-bbox="779 1123 1437 1281">Display information concerning your compensation, your documents (Employee Documents) and general company documents, emergency contact information, and a summary screen listing name, address, email, and telephone number information.</p>
<h3 data-bbox="203 1381 430 1411">My Personal History</h3> <div data-bbox="203 1417 592 1533"><p data-bbox="235 1438 479 1465">My Personal History</p><ul data-bbox="235 1470 365 1512" style="list-style-type: none"><li data-bbox="235 1470 324 1495">My I-9<li data-bbox="235 1495 365 1520">My Time Off</div>	<p data-bbox="779 1417 1437 1480">Display information about I-9 information, and your time off balances and requests, if applicable.</p>
<h3 data-bbox="203 1612 324 1642">My Payroll</h3> <div data-bbox="203 1648 592 1879"><p data-bbox="235 1669 365 1696">My Payroll</p><ul data-bbox="235 1701 430 1858" style="list-style-type: none"><li data-bbox="235 1701 406 1726">My Direct Deposit<li data-bbox="235 1726 422 1751">My Labor Allocation<li data-bbox="235 1751 365 1776">My Pay Stub<li data-bbox="235 1776 381 1801">My Tax (Federal)<li data-bbox="235 1801 381 1827">My Tax (State)<li data-bbox="235 1827 324 1852">My W4<li data-bbox="235 1852 365 1877">My Tax Form</div>	<p data-bbox="779 1648 1469 1806">Display payroll information including direct deposit information, labor allocation details, pay stubs, and Federal and State taxes, and electronic tax forms: EE W2 Electronic Copy, EE 1095B Electronic Copy, EE 1095C Electronic Copy, and 1099-Misc.</p> <p data-bbox="779 1816 1307 1858">You can also request a change to your W-4 Form.</p>

My HR Menu Category (Tile)

Description

My Miscellaneous

My Miscellaneous

-  Home
-  My Alternate Rate
-  My Employment Detail

Display miscellaneous information such as an alternate pay rate and your employment detail information. Also contains a Home link to return to the Dashboard.

My Time

My Time



-  My Time Clock
-  My Time Clock (Admin)

For employees who are using a Time Clock application which allows them to log into it from Advanced HR, if set up to do so by the Administrator.

Once you click on a specific **My HR** screen menu option, for example – **My Tax (Federal)**, you will be presented with a summary screen of any data for that option. For example, Federal Tax information.

Summary Screen

Federal Taxes

  DOWNLOAD

Employee Name	Marital Status	Tax Form	Additional Federal Tax Type	Additional Tax Type Amount	Federal Allowances
Bartowski, Charles	Married	1099	AdditionalAmount	123.0	123

Page: 1 of 1 GO Page size: 1 CHANGE Item 1 to 1 of 1

Detail Screen

For example, if you click a summary line row (there may be multiple rows) Advanced HR displays the details screen with specific information.

Tax Info: **Charles Z Bartowski - 1**

Details

Federal Marital Status*

Federal Tax Type

Allowances

Total Dependents Tax Withholding

Other Income

Deductions

Amount*