

# Employee Web Portal

## New User Registration

1. Open an internet browser. Navigate to: Bit.Ly/logingh
2. The following screen will display.
3. Click the **Register** button to open the Registration screen.



Great  Hire  
HUMAN RESOURCE SOLUTIONS

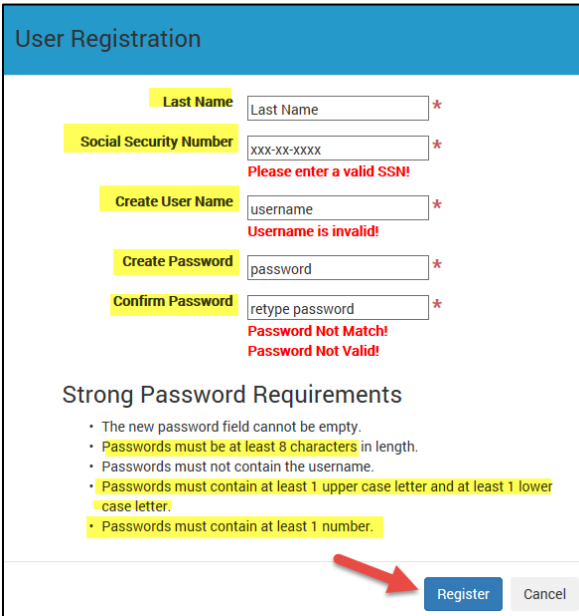
Username

Continue

Forgot Your Password?

Register

4. The User Registration screen will display.
5. Enter your **Last Name**, **Social Security Number**, Create **Username** and **Password** (This will be your login information for future access).
  - a. Password Requirements:
    - i. Must be at least eight characters long.
    - ii. Must be different from Username.
    - iii. Must have at least 1 uppercase letter, 1 lowercase letter and at least 1 number.
6. Click **Register**



User Registration

Last Name  \*

Social Security Number  \*  
Please enter a valid SSN!

Create User Name  \*  
Username is invalid!

Create Password  \*

Confirm Password  \*  
Password Not Match!  
Password Not Valid!

Strong Password Requirements


- The new password field cannot be empty.
- Passwords must be at least 8 characters in length.
- Passwords must not contain the username.
- Passwords must contain at least 1 upper case letter and at least 1 lower case letter.
- Passwords must contain at least 1 number.

Register Cancel

7. Once the Registration process is completed, the system will prompt you to the main Login screen.

## Login Screen

1. Open an internet browser. Navigate to - [Bit.Ly/logingh](https://bit.ly/logingh)
2. Enter your **Username** and click **Continue**.



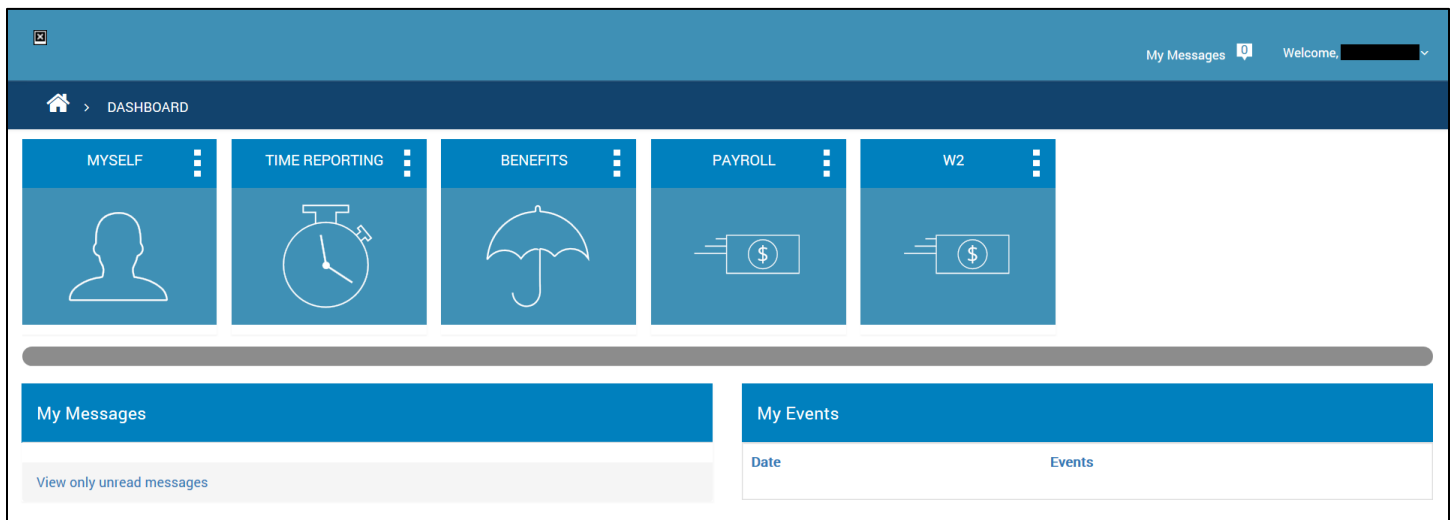
The login screen for Great Hire Human Resource Solutions. It features the company logo at the top. Below the logo is a text input field labeled "Username" with a red arrow pointing to it. The field contains the text "LarryB". To the right of the input field is a "Continue" button, which is circled in red. At the bottom left, there is a link "Forgot Your Password?" and at the bottom right, a link "Register".

3. A second login screen will display.
4. Enter your **Password** information and Click **Continue**.



The password screen for Great Hire Human Resource Solutions. It features the company logo at the top. Below the logo is a password input field labeled "Password" with a red arrow pointing to it. The field contains masked characters ".....". To the right of the input field are "Continue" and "Cancel" buttons, with "Continue" circled in red. At the bottom left, there is a link "Forgot Your Password?" and at the bottom right, a link "Register".

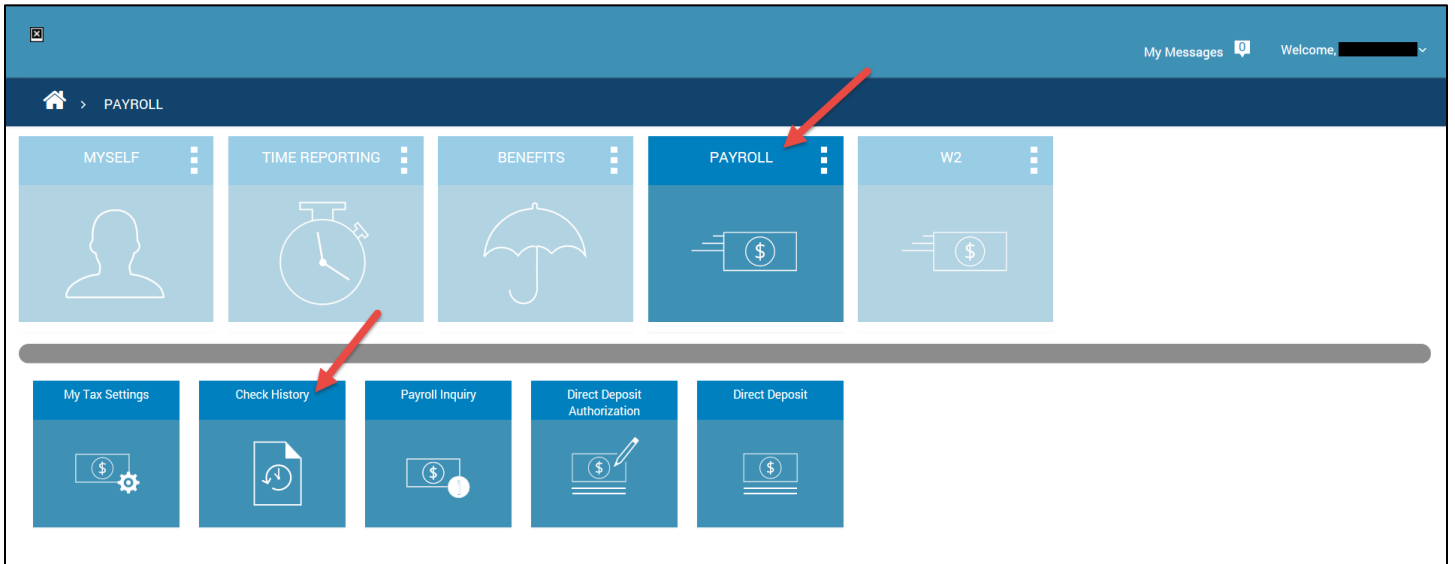
5. Employee Dashboard will display.



The Employee Dashboard interface. At the top, there is a header bar with "My Messages" and a notification icon, and "Welcome, [User Name]" with a dropdown arrow. Below the header is a navigation bar with a home icon and the text "DASHBOARD". The main content area is divided into five columns: "MYSELF" (with a person icon), "TIME REPORTING" (with a clock icon), "BENEFITS" (with an umbrella icon), "PAYROLL" (with a dollar sign icon), and "W2" (with a dollar sign icon). Below these columns is a horizontal separator. At the bottom, there are two sections: "My Messages" with a link "View only unread messages" and "My Events" with a table header showing "Date" and "Events".

## Retrieve Check Stub

1. Select the **Payroll** Icon from the three menu items displaying in your dashboard.
2. Click the **Check History** icon from the sub menu items.



3. Check History screen will display.

Home > PAYROLL > CHECK HISTORY

### My Check History

Note: Click on a row to display details for that check.

Select Year: 2017

Check Number	Gross Pay	Taxes	Deductions	Net Pay	Payment Type	Pay Date	Voucher Number
962	756.50	140.15	0.00	616.35	C	02/03/2017	000258
948	1,360.00	276.84	0.00	1,083.16	C	01/27/2017	000227
843	1,266.50	255.65	0.00	1,010.85	C	01/13/2017	000207

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