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INTRODUCTION

MyHR is designed to give employees and managers greater access to their human resource information and streamline the process for submitting required information such as time sheets and benefit selection.

The Basics

✓ If you are accessing MyHR from your work computer, you will not have to enter your credentials to see your dashboard.
✓ The URL is https://MyHR.leg.state.fl.us
✓ You can access the site on a smart phone or tablet; however, you will have to enter your credentials.
  o If you are NOT in an appropriations office, you may sign in with your email address and your network password (the password you use to access your work computer).
  o If you ARE in an appropriations office, you may sign in with sac\username (for example: sac\abc) and your network password.
✓ You may use any browser to access the application – Google Chrome, Mozilla/Firefox, Edge and Safari.

Navigating your Dashboard

✓ View and change your personal contact information, including your emergency contacts and beneficiaries
✓ View and print your pay stubs, add/stop miscellaneous deductions and make W4 withholding changes
✓ Submit your time sheet from your office computer or from any mobile device with an internet connection
✓ View your leave balances and make sick leave donations
✓ Access all HR forms from one location
✓ View important messages from your HR office
✓ You may return to the dashboard at any time by clicking the home icon in the upper left corner.

Below is a screen capture of the initial screen. Choose either Senate or, if you work in an appropriations office, Senate LASPBS.
If you are directed to the sign on screen (see below), enter your email address or your network user name (for example: smith.sally@flsenate.gov or sls@sac.laspbs.state.fl.us) and your network password.

When you’ve finished working in the system and click the logout button, remember to close your browser to end the session.
Your name, Help and Log Out links appear in the top right of the page, along with the back and forward buttons and a print icon.

Always use the arrows or the menu tabs to go back in the application.

**DO NOT** use your browser button or you will close the application.
EMPLOYEE HOME PAGE

An employee without the responsibility of supervising and approving employee time sheets will have one dashboard view. Your home page includes your annual, sick and compensatory leave balances, your pay stub, news items and quick links to frequently used screens.

Profile
Your profile includes your current title and your leave balance. To see details regarding leave balances, hover your mouse over the balances until you get a hand; then click the box:

My PayStub
This panel shows your most recent pay stub. To view a prior pay stub, click the drop down on the far right-hand side.
- To get a break down of the Gross Pay, Deductions and Net Pay, hover your mouse over the bar graph.
- Click on the bar graph to see a pie chart. Once that box opens, click on the Deduction or Benefits amount to see a breakdown of those amounts.

Messages
This panel has Notices and News from OLS Human Resources as well as a Task List. Any tasks pending your review and/or action will show here (for use in a future release).

Quick Links
This panel has links to frequently used screens.
EMPLOYEE MENUS

Move through the application by clicking the menu tabs on the left of the Home screen.

Menu

The Menu tab lists the submenus. Click on a submenu to expand and navigate to a screen to view information, make or request changes, or print a report.

Resources

The Resources tab includes benefit, employment and payroll forms and resources with links to Who To Call About What and the policies.
PERSONAL INFORMATION

Personal Profile

On this page, you may select an alternate language, if applicable, and enter or change your personal phone numbers and email.

Any time you make a change in the application, press enter, tab or click off the field and a Save icon will appear in the upper right-hand corner of the screen. Click to save. If you do not save, the application will prompt you to save or revert the change before you can proceed through the application.
If you save the change, the Date Sensitive Change box below opens. Select or enter your effective date for the change. NOTE: You may enter the date by just entering the two digit day (i.e., 01 for 06/01/2020 if the current month is June and the current year is 2020), then tab and it will populate automatically. Then click the green Ok button.

The application will prompt you if you move away from the screen before saving or reverting the change. To revert, click the arrow next to the save icon.
Change Name

This sub menu allows you to change your name, upload supporting documentation and make necessary changes to your W4 and direct deposit form. Follow the instructions on the screen.

Change Address

Here you can change your home address, whether a physical address or post office address. Once you save the change, the Date Sensitive Change box opens. Select or enter your effective date for the change. NOTE: You may enter the current date by just entering the two digit day (i.e., 11 if today is 05/11/2019), then tab and it will populate automatically. Then click the green Ok button.

Submit or Cancel buttons then appear. Click the Submit Changes button. NOTE: If you do not click Submit Changes, HR will not be notified of your request for a change. If you need to cancel your request, click Cancel Changes.
My State Property
Lists any state property assigned to you.

Assignments
View your current and historical position and salary details, as well as your financial disclosure status. To view historical details, click on the green arrows to scroll through the records. If you are required to file financial disclosure the box will be checked.
Outside Employment

Details of approved outside employment will show on this sub menu. If you have approved outside employment, you will receive an email from the HR Office when it is time to renew or update the outside employment. The Outside Employment form is on the Important Resources tab under the Employment Forms/Info menu.

Contacts

This is where you will add new or modify existing contacts for emergency, dependent or beneficiary purposes. Follow the instructions on the screen and make sure to click all that apply where highlighted below.
Verification of Employment
Here you can print an Employment Verification letter. Follow the instructions on the screen.

PAY INFORMATION
Add a Deduction
For one-time deductions or recurring deductions, you may add them here with start and stop dates. Follow the instructions on the screen.
Once the deduction is approved by HR, you’ll see \( \text{\textsuperscript{i}} \) under Approval Status. You can click on the i and it will show you the approval details.
Stop a Deduction

If a deduction has been approved by the Payroll section, you may cancel the deduction yourself by updating the end date; if the deduction has not been approved by Payroll and you have changed your mind and no longer want the deduction, you must contact the Payroll staff at 850.488.6803. NOTE: To change the amount, you must stop the deduction and add a new one.

W-4 Information

Change your filing status, modify your exemptions or have additional money withheld, then update the Date Signed to today’s date. If you make periodic changes to this or any sub menu in the application, you can view the previous actions by clicking the green arrows.
Pay Stubs

View details of a particular pay period by clicking on that pay period. Use the arrows to scroll through the available pay stubs. See the Pay Stub PDF sub menu for official printed versions.
Pay Stub PDF

The PDFs printed from this sub menu contain the legislative seals and are official versions for lending institutions and other entities requiring an official pay stub. Follow the instructions are on the screen to select pays and launch the pay stub.

- To print official pay stubs, click the spyglass below and double-click the pay period(s) you wish to print to move them to the right; click ok.
- Click the Launch button in the top left of the screen and then wait for the report to Initiate.
- If the PDF does not automatically open, click the underlined report above next to Output.
- After the pay stub opens, you may print from your PDF viewer.
TIME SHEET

My Time Sheet

On this screen, you will submit your time sheet, whether a monthly or bi-weekly time sheet. First, let’s look at a monthly time sheet.

Monthly Time Sheet

Highlight the month’s time sheet you are completing and enter any additional hours worked in the Contracted and Comp Hours Worked section, then click Save before entering leave used. Full-time staff should not enter fewer than 8 hours per day. Part-time staff should adjust hours to meet their schedules; however, do not reduce the Contract hours for any day that is a holiday.

Enter leave used in the Leave Types section and when you click Save the Actual Hours Worked will adjust. Holidays will be prepopulated on the time sheet for you. Use Comp Washed to take Comp that you’ve earned in the current month.

Certain leave types cannot be used unless you are approved for their use. Examples are short term military, sick leave pool and discretionary holiday.
To use your personal holiday or administrative leave types, click the “Add Leave Type” button and a dialog box opens.

Click the spyglass to display the list of administrative leave types. As you become familiar with the system, you will learn that you can enter the first letter of the leave type and press tab and the leave type will populate for you.

Choose the appropriate leave type and click Ok (or double click the leave type and it will select it and close the window). Then click Ok to add the leave line.
You may delete the entire leave type entry by clicking the Delete Leave Type button:

If your leave requires a reason, such as with Bereavement, the Leave Reason Required section will activate after you enter and save the number of hours used. Choose the Leave Reason and enter the appropriate details in Leave Reason Text box.

For easy reference, your available leave balances are on the Leave Balances tab.
The Time Sheet Totals tab, provides the total number of hours used on the time sheet on which you are working. NOTE that the Actual Hours Worked is reflected as Contracted Work Hours on this tab.

After you submit your time sheet, the status changes from Draft to Submitted. While it is in the Submitted status, you may reset the time sheet to draft to make further changes. Click the “Reset to Draft” button, then click OK. You may now make further changes to the time sheet. Once done, click the Submit button to send the time sheet to your supervisor.

If your supervisor returns your time sheet to you for corrections, you will receive an email notifying you to revisit your time sheet.
Bi-weekly OPS Time Sheet

For an OPS time sheet, your current sheets display under the block entitled Time Sheets. Click the current time sheet and enter the number of hours worked for that pay period. Then click the Save icon in the upper right-hand corner as highlighted below.

When you are ready to submit, click the Submit button.

As with the monthly time sheet, if you need to make changes to a submitted time sheet not yet approved, you can reset the time sheet to draft status. A pop up box will ask if you want to reset your time sheet to ‘Draft’ status. Click OK.
If your supervisor returns your time sheet to you for corrections, you will receive an email notifying you to revisit your time sheet.

**My Time Sheet History**

On this screen, you will see all your prior time sheets. Simply click on the time sheet you’d like to view and the details will display at the bottom.
LEAVE INFORMATION

Leave Balances
This screen displays your current leave balances.

![My Leave Balances](image)

Leave History
This screen displays historical leave usage.

![My Leave History](image)
Donate Sick Leave

Here you may donate sick leave to someone who has met certain criteria.

To donate sick leave, click the + symbol to add an entry line.

Type D in the leave field; enter the date you’d like the donation to occur, the person’s name and the office or agency, and the number of hours to be donated; click Save.

Your request has now been sent for approval and you have the option to delete the request if it has not been processed by HR.
BENEFITS

This section is for new hires or existing employees with life and work events, also known as qualifying status changes. The benefits sub menus are not for making changes to your benefits during the Open Enrollment period in the Fall every year. You will continue to make those changes in People First.

Life and Work Events (Qualifying Status Changes)

Here you can make benefit selections after a qualifying event such as marriage or divorce, birth/adoption of a child, or death of a spouse, to name a few. Highlight the event; the description and next steps will show below; then, click the “I want to create this event” button.

When the dialog box pops up, enter the date and click OK.
You’ll receive confirmation, click Ok.

If Proof is required, click the folder to browse for the already-scanned PDF documentation:
The Benefits staff will be alerted to your request for an event and will open the event for you. You will receive an email advising that you can make your elections. If you are adding dependents, add them on the Contacts screen first then, follow the steps shown below to make or change your elections.

**Benefit Elections**
Make benefit selections for you and your dependents.

- **For each benefit, you must actively make a selection. Choose either a coverage or Coverage Declined.**

If you choose an HMO, you must click the spyglass to choose a provider:
Your selected dependents are listed in the Benefit Recipients field. Use your arrow key on your keyboard to see the all the names.

Plan: Health
Current Coverage: Single PPO Standard
Benefit Recipients: John Smith

If choosing family, next click the spyglass to add your family members to the coverage.

Click and drag the dependents names to the Selected Values column. Then click Ok.
Continue this process for each benefit. Remember, you must make a proactive selection or decline the coverage. Once you’ve made all selections, click the Validate Elections button at the bottom of the page.

If there are problems with your selections, you will receive the following message.

You will receive confirmation that your elections are valid. Click Ok.

Next tab is to upload any required documents (birth certificates, marriage certificates, etc).
Then proceed to Review Costs and Submit Elections. Review the plans selected and costs, make sure all dependents are selected, and review declined plans. If everything is as you want it select the Submit My Elections button at the bottom of the page. If you need to make changes, go back to the Enter Election Changes tab.

### Below is a Summary of Your Benefit Election Costs

<table>
<thead>
<tr>
<th>Plan</th>
<th>Coverage</th>
<th>Election Required</th>
<th>Election Decision</th>
<th>Coverage Amount</th>
<th>Your Cost Pre Tax</th>
<th>Your Cost Post Tax</th>
<th>Employer Cost</th>
<th>Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENTAL_SL</td>
<td>Single Dental - Ameritas</td>
<td>Selected</td>
<td>No Change</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>31.24</td>
<td>Period</td>
</tr>
<tr>
<td>BASIC_LIFE_SL</td>
<td>Basic Life - Securian Life</td>
<td>Selected</td>
<td>No Change</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>3.58</td>
<td>Period</td>
</tr>
<tr>
<td>CHILD_LIFE</td>
<td>$10,000</td>
<td>New Election</td>
<td>No Change</td>
<td>26,460.00</td>
<td>0.00</td>
<td>1.61</td>
<td>0.00</td>
<td>Period</td>
</tr>
<tr>
<td>OPTIONAL_LIFE</td>
<td>1 x Salary Coverage</td>
<td>Selected</td>
<td>No Change</td>
<td>0.00</td>
<td>30.00</td>
<td>2.44</td>
<td>1,724.14</td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Summary of Benefit Recipients

<table>
<thead>
<tr>
<th>Plan</th>
<th>Coverage</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENTAL_SL</td>
<td>Single Dental - Ameritas</td>
<td>John Smith</td>
</tr>
<tr>
<td>BASIC_LIFE_SL</td>
<td>Basic Life - Securian Life</td>
<td>John Smith</td>
</tr>
<tr>
<td>CHILD_LIFE</td>
<td>$10,000</td>
<td></td>
</tr>
<tr>
<td>OPTIONAL_LIFE</td>
<td>1 x Salary Coverage</td>
<td></td>
</tr>
</tbody>
</table>

### Declined Plans

<table>
<thead>
<tr>
<th>Plan</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPOUSAL_LIFE</td>
<td>Spousal Life</td>
</tr>
<tr>
<td>VISION</td>
<td>Vision Insurance - Ho...</td>
</tr>
<tr>
<td>FSA_DEPENDENT</td>
<td>FSA - Dependent Ann...</td>
</tr>
<tr>
<td>FSA_MEDICAL</td>
<td>FSA - Health Care</td>
</tr>
<tr>
<td>FSA_LIMTED</td>
<td>FSA - Limited Health ...</td>
</tr>
<tr>
<td>HSA_MEDICAL</td>
<td>HSA</td>
</tr>
</tbody>
</table>

When you have completed all of your elections, please submit your changes for processing.

### My Dependents

View your dependents and the associated benefits they receive.
My Current Benefits

View your benefits and access important resources from the Department of Management Services.
Life Insurance Beneficiaries

This screen shows all dependents and beneficiaries. To see who is designated as your life insurance beneficiary(ies), highlight a name and the beneficiary details will display below.

Change My Beneficiaries

Use this screen to add or update your beneficiaries. Follow the instructions on the screen carefully. You must update your beneficiaries with the life insurance company for it to be official.
TRAINING

Training History

Here you can review training you have attended or have registered to attend.

Instructor-Led Courses

Here you can see classroom training that is offered and register to attend the training by clicking the Register button. Once you have registered, you will receive an email confirmation.
After you’ve registered if you need to withdraw from training, click the Withdraw button across from the Register button.

**Online Courses**
Here you can see online training that is offered and register to attend the training by clicking the Register button. Once you have registered, you will receive an email confirmation.

**My Surveys**
Here is where you will take a survey and provide feedback on the training you attended. All surveys are anonymous once submitted for review.

End of this Guide