USER GUIDE for SENATE EMPLOYEES

Florida Legislature

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# Table of Contents

**Introduction** ........................................................................................................................................... 1

**The Basics** ............................................................................................................................................... 1

**Navigating your Dashboard** .................................................................................................................... 1

**EMPLOYEE DASHBOARD** ...................................................................................................................... 2

**Personal Information**
- Personal Profile ........................................................................................................................................ 4
- Change My Name ...................................................................................................................................... 7
- Change My Address .............................................................................................................................. 7
- Contacts .................................................................................................................................................. 8
- Assignments ........................................................................................................................................... 9
- My State Property .............................................................................................................................. 10
- Outside Employment .......................................................................................................................... 10

**Pay Information**
- Add a Miscellaneous Deduction ........................................................................................................... 11
- Stop a Miscellaneous Deduction ........................................................................................................ 13
- W-4 Information .................................................................................................................................... 13
- Pay Stubs .............................................................................................................................................. 14
- Pay Stub PDF ....................................................................................................................................... 14

**Time Management**
- My Time Sheet (Monthly) .................................................................................................................. 15
- My Time Sheet (OPS/Bi-Weekly) ......................................................................................................... 19

**Attendance**
- Leave Balances ..................................................................................................................................... 21
- Leave Used History .............................................................................................................................. 21
- Donate Sick Leave ............................................................................................................................... 22

**Benefits**
- Life and Work Events (Qualifying Status Changes) ............................................................................ 24
- Benefit Elections ................................................................................................................................. 26
- My Dependents .................................................................................................................................. 31
- My Current Benefits .......................................................................................................................... 31
- Life Insurance Beneficiaries .............................................................................................................. 32
- Change Dependents and Beneficiaries .............................................................................................. 33
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 new employee benefit selection.

The Basics

✓ Log in using the user name and password you use currently to access your work computer.
✓ The URL is myhr.leg.state.fl.us.
✓ Do not enter www or https when entering the URL.
✓ Add the URL to your favorites for easy access.
✓ Ordinarily, applications have the capability for the user to reset their password; in this application, because you are using your legislative computer network credentials, you will not see a “Forgot Password” link on the main page. When you are asked to change your password for your network access, you will then use your new network password to access MyHR.
✓ A mobile-friendly site is under construction; however, you can access the full site (myhr.leg.state.fl.us) on a smart phone or tablet.
✓ You may use any browser to access the application – Google Chrome, Mozilla/Firefox, Internet Explorer, 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

Below is a screen capture of the login screen. Enter your user name and password, then select the appropriate domain. For most Senate employees, click the FLSEN.GOV domain; click the green Log In button. For those who work in the Appropriations offices, click THE SAC.LASPBS.STATE.FL.US domain, followed by the Log In button.
EMPLOYEE DASHBOARD – An employee without the responsibility of supervising and approving employee time sheets will have one dashboard view.

Move through the application by clicking the menu tabs across the top of the screen or by clicking the links contained in the identically-named boxes below the menu bar.

Access HR documents for current and new employees and see important messages from the HR office. Also, access important Senate documents within the application such as the Senate Administrative Policies and Procedures.
Throughout the application, you will see green blocks with arrows inside the blocks. Minimize and maximize the blocks by clicking the green arrows.

Your name, Help and Log Out links appear in the top right of the page, along with a print icon and back and forward buttons. Click the Help link to open the User Guide.

ALWAYS USE THE ARROWS INDICATED BELOW OR THE MENU TABS TO GO BACK IN THE APPLICATION.

DO NOT USE YOUR BROWSER BUTTON OR YOU WILL CLOSE THE APPLICATION.
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, tab or click off the field and a Save icon will appear. Click to save; if you do not save the change, the application will prompt you to save or revert the change before you can proceed through the application.
If you save the change, the dialog box below opens. Select your effective date for the change.

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

Click the calendar icon to display the current month’s calendar. Select the appropriate month and date.

Click the spyglass to display the change reasons available.
Either highlight the reason and click OK or double click the change reason to populate.

Click OK.
**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.

**Change Address** – Here you can change your home address, whether a physical address or post office address.
Follow the same steps as outlined above for selecting the effective date and reason. Then click OK.

**Contacts** – This is where you will add new or modify existing contacts for emergency, dependent or beneficiary purposes.
Assignments – View your current and historical position and salary details, as well as your financial disclosure status.

To view historical details, if any, use the green arrows to see similar details for other positions you have held.

The Assignments tab displays your current title, FTE, office, and salary, all of which underlined here for emphasis. Also, if you are required to submit a Financial Disclosure form, this box will be checked.

Certain menu tabs have more sub menus than can be displayed on the screen. Clicking the double arrow will expand to show additional sub menus.

Only 5 sub menus display; to see more, click the double arrows to expand. Then click expanded menu items to see further details.
**My State Property** – Lists any state property assigned to you.

**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.

To update the details, enter the specifics, click Save and Submit Changes.
PAY INFORMATION

*Add a Deduction* – You may add one-time or recurring deductions here just by adding start and stop dates.

To add a deduction, click the + symbol, then type ‘P’ in the Assignments field and press tab. ‘Primary’ will populate in the field.

Click the spyglass and highlight the frequency (or double click); then click OK.

Today's date populates the Start Date automatically. Change it manually or use the calendar to select a different date. If you want to end the deduction after a certain number of months, enter that date in the End Date field; otherwise, move to the Deduction Code field and click the spyglass.
Highlight the deduction and click OK or double click the deduction to populate the item.

The deduction code and name display. Enter the amount you would like deducted, then click the Save icon.

Once saved, the green Submit button is active. This deduction is not submitted until you click the Submit for Approval button.
Stop a Deduction – If a deduction has been approved by the Payroll section, you may cancel the deduction yourself; 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.

W-4 Information – Change your filing status, modify your exemptions or have additional money withheld. 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. 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.
TIME MANAGEMENT

*My Time Sheet* – On this screen, you will submit your time sheet, whether a monthly or bi-weekly time sheet. First we will look at a 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. 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 holidays.

The top portion of the time sheet contains the Draft time sheet for the month and eventually past time sheets will display here as well.

Enter your contracted hours here and any comp time you are approved to work.

Do not enter anything on the Actual Hours Worked line. The system will automatically adjust this line for you.

State holidays are populated on the time sheet for you.

If you used annual, comp or sick leave, just enter the number of hours used on the appropriate day. The Actual Worked Hours line will automatically adjust your number of hours worked.

Use comp time from your previously-earned balance; or “wash” comp hours which means you use the comp during the same month you earned the comp hours.
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.
In this instance, we have added Personal Holiday as the leave type. Enter the 8 hours of personal holiday leave on the appropriate date.

To delete the entry, simply click the Delete Leave Type button and confirm the action.
For easy reference, your available leave balances display at the bottom of your time sheet.
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.

For an OPS time sheet, your current and past time sheets display under the block entitled Time Cards. Click the current time sheet and enter the number of hours worked for that pay period.
As with the monthly time sheet, if you need to make changes to a submitted time sheet not yet processed by Payroll staff, you may reset the time sheet to draft status.

After you submit your time sheet, the status changes to Submitted.

While in the Submitted status, if you need to make edits to the time sheet, click the Reset to Draft button.

Confirm the reset action.

Click OK to reset to Draft status. Now you may make changes to the time sheet and re-submit.
You will be able to view past time sheets by clicking the Go to Time Sheet History button.

If your supervisor returns your time sheet to you for corrections, you will receive an email notifying you to revisit your time sheet.

**ATTENDANCE**

*Leave Balances* – This screen displays your current leave balances.
**Leave Used History** – This screen displays historical leave usage.

**Donate Sick Leave** – Here you may donate sick leave to someone who has met certain criteria.

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

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

Your available sick leave balance displays here for your convenience.
After you click Save, the Submit for Approval button will activate. Click Submit.

A dialog box opens so you may confirm the details. Click Ok to proceed or cancel to return to the previous screen.

Once you submit, you have the option to delete the request if it has not been processed by the HR staff.
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.
Enter the date and click OK.

You will receive confirmation. Click OK.

If proof is required, click the folder to browse for the already-scanned 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 may make your elections. Follow the steps shown on the next several pages.

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

For each benefit, you must actively make a selection -- either a coverage or decline the coverage.

After you select the plan, you must select the provider by clicking the spyglass. Then click OK.
You must have entered your dependents on your Contacts page in order for your dependents to display here and be added to benefit plans. If your dependents’ names do not show in the fields above and below highlighted in yellow, go to your Contacts page and add them.

Next, click the spyglass to add your family members for the coverage.

Double click the dependent name so they appear in the Selected Value 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.

Click OK, then scroll up to see the corrections that need to be made.
A plan was selected, but the Benefit Recipients were not selected. Click the spyglass and add your dependents to this coverage.

You will receive confirmation that benefits selections are validated. Click OK and scroll to the top of the screen to upload any required documentation or review and submit.
If you do not need to upload documentation, click the Review Costs and Submit Elections button.

Review the plans selected and costs, make sure all dependents are selected, and review the declined plans. If everything is as you want it, click the Submit My Elections button at the bottom of the page. If you need to make changes, click the Enter Election Changes tab to return to the selection page.
**My Dependents** – View your dependents and the associated benefits they receive.

Dependents from your contacts page are listed here. Click on a dependent to see specific details.

Benefit plan details for each dependent display here.

**My Current Benefits** – View your benefits and access important resources from the Department of Management Services.

The top half of this screen displays the benefits in which you are enrolled.
*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 Dependents and Beneficiaries – Use this screen to add dependents and beneficiaries to your benefits. In this example, we will add dependents individually to the dental insurance plan.

Highlight the benefit, then click the + sign below. A line will display.

After you click the spyglass, a list of your contacts will open. Double click or highlight the name and click OK.
To add more dependents, click the + symbol and follow the steps outlined above.

End of this Guide