

The Employee Portal - User Guide for Employees

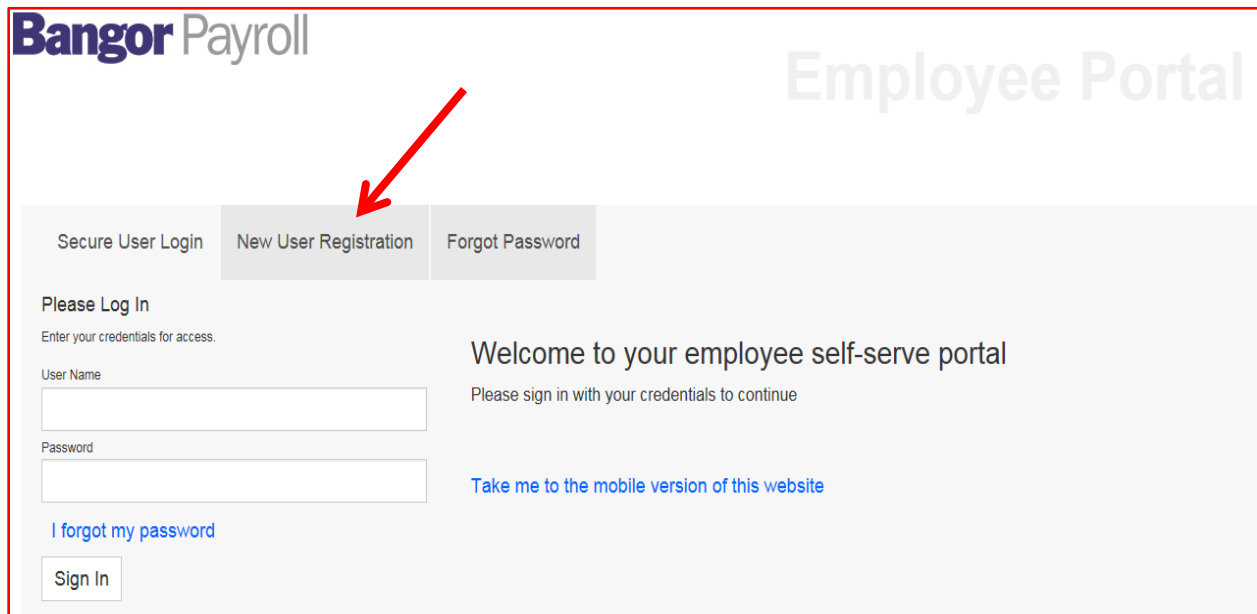
The Employee Portal is a Web-based portal offering employees access to their payroll information via the Internet. Through the portal, employees can

- view and print payroll vouchers and W-2s
- access their demographic data

The Employee Portal can be used on tablets and mobile devices.

Initial Login to Employee Portal

1. Open a Web browser and enter the URL <https://ess.bangorpayroll.com> for access to the Employee Portal. The login screen will appear.
2. Click the **New User Registration** tab



Bangor Payroll Employee Portal

Secure User Login **New User Registration** Forgot Password

Please Log In
Enter your credentials for access.

User Name

Password

[I forgot my password](#)

Welcome to your employee self-serve portal
Please sign in with your credentials to continue

[Take me to the mobile version of this website](#)

3. Complete the information in the required fields.
4. Choose your **Login Name** and **Password** (8 characters, 1 letter, 1 number, and 1 symbol)
5. Enter your **Company Code**, **SSN**, **Check Number**, and **Current Totals Earnings**
6. Click **Register Me**.

5. Select the **General Security Questions** and **Extra Security Questions** and enter the answers on the right.

6. Once completed click on the **Save** icon in the upperleft corner.

The image shows a 'Settings' form with several sections. A red box highlights the entire form. A red arrow points to a save icon (a floppy disk) in the top-left corner. Another red arrow points to the 'General Security Questions' section, which contains three questions, each with a dropdown menu and a text input field labeled 'required'. A third red arrow points to the 'Extra Security Questions' section, which contains two questions, each with a dropdown menu and a text input field labeled 'required'. The form also includes sections for 'Change Password', 'Email Notifications', and 'Benefits Address', each with text input fields.

Settings

Change Password
Must be at least 8 characters long and contain at least 1 Letter, 1 number and 1 symbol.

New Password Confirm Password

Email Notifications
We'll send relevant emails to these addresses.

General Address Benefits Address

General Security Questions
We'll use these to verify your identity if you forget your password and can't log in.

Question 1 Answer 1

Question 2 Answer 2

Question 3 Answer 3

Extra Security Questions
We'll use these to further verify your identity when you log in.

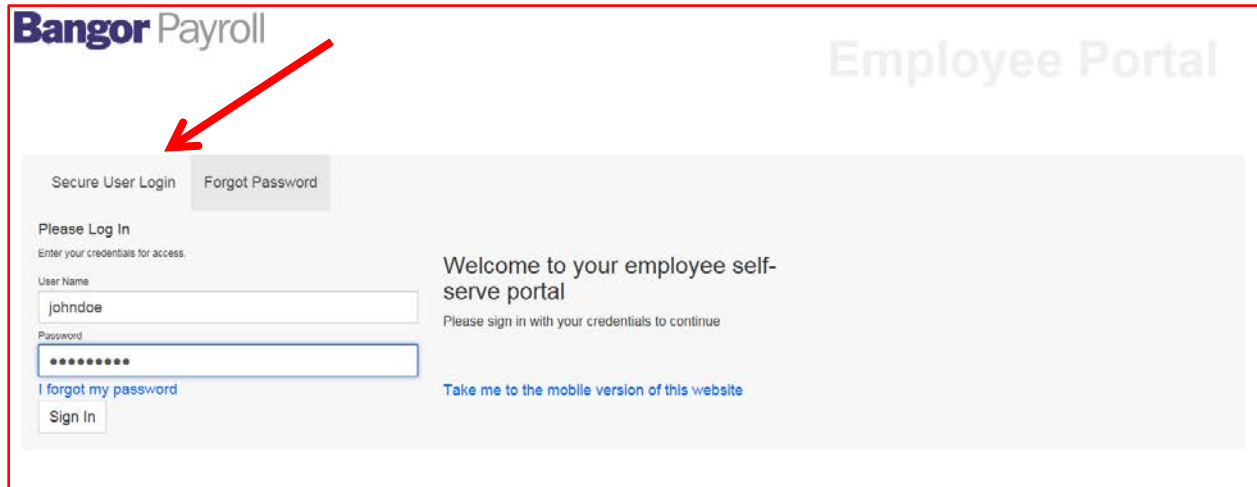
Question 1 Answer 1

Question 2 Answer 2

Employee Login to Employee Portal After Initial Registration

1. Open a Web browser and enter the URL <https://ess.bangorpayroll.com> for access to the Employee Portal. The login screen will appear.

2. Click the **Secure User Login** tab



Bangor Payroll Employee Portal

Secure User Login | Forgot Password

Please Log In
Enter your credentials for access.

User Name
johndoe

Password

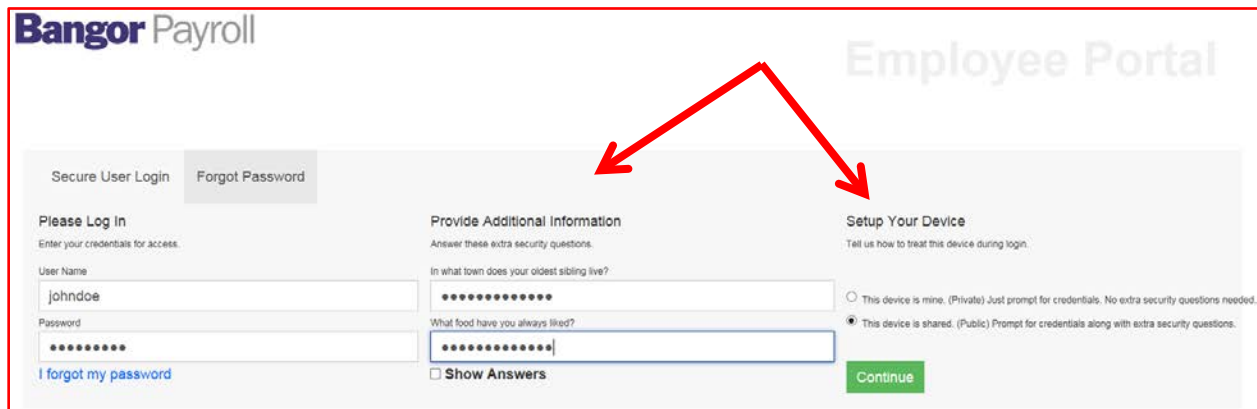
[I forgot my password](#)

Sign In

Welcome to your employee self-serve portal
Please sign in with your credentials to continue

[Take me to the mobile version of this website](#)

3. Enter **User Name**, **Password**, and click on **Sign In**



Bangor Payroll Employee Portal

Secure User Login | Forgot Password

Please Log In
Enter your credentials for access.

User Name
johndoe

Password

[I forgot my password](#)

Provide Additional Information
Answer these extra security questions.

In what town does your oldest sibling live?

What food have you always liked?

Show Answers

Setup Your Device
Tell us how to treat this device during login.

This device is mine. (Private) Just prompt for credentials. No extra security questions needed.

This device is shared. (Public) Prompt for credentials along with extra security questions.

Continue

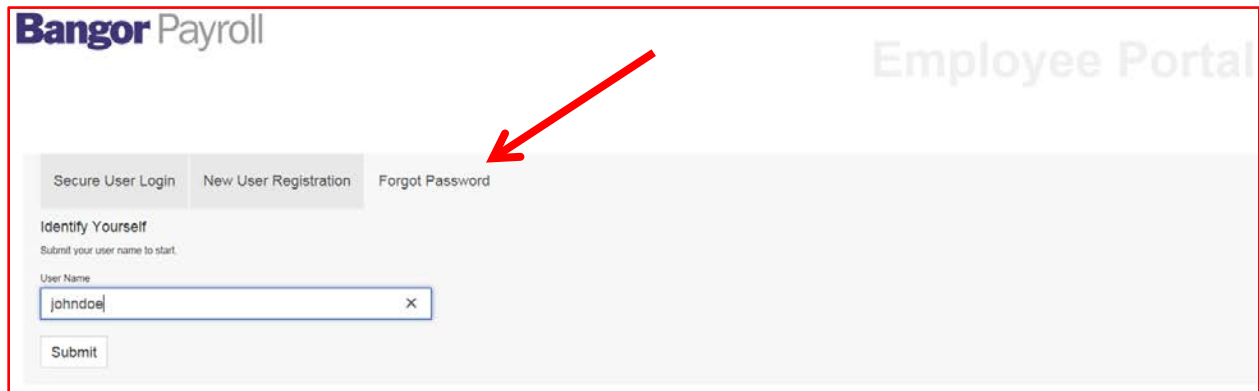
4. Answer **Extra Security Questions**

5. If the device is private you can select: **This device is mine. (Private) Just prompt for credentials. No extra security questions needed.**

6. Click on **Continue**

Employee Forgot Password to Employee Portal After Initial Registration

1. Click the **Forgot Password** tab



Bangor Payroll Employee Portal

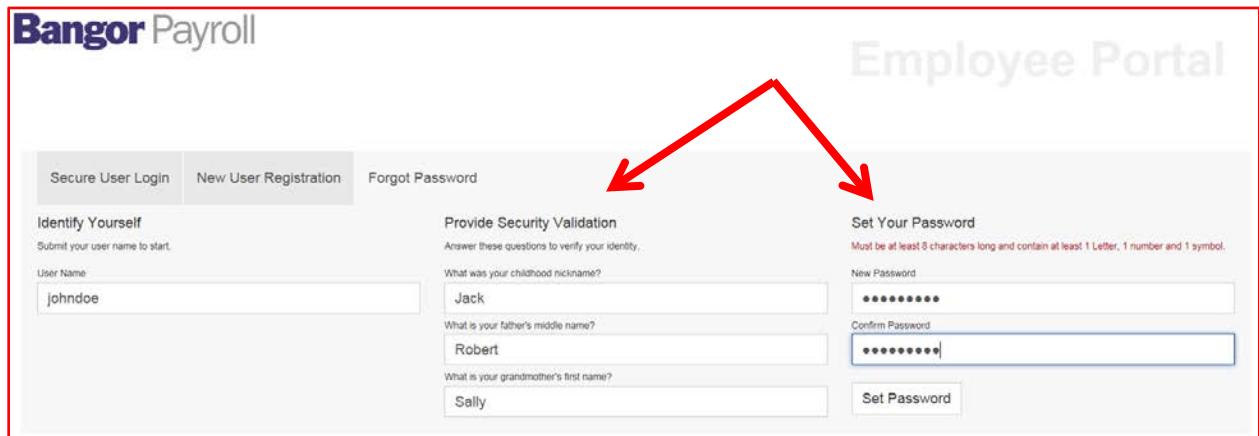
Secure User Login | New User Registration | **Forgot Password**

Identify Yourself
Submit your user name to start.

User Name
johndoe

Submit

2. Enter **User Name** and click on **Submit**



Bangor Payroll Employee Portal

Secure User Login | New User Registration | **Forgot Password**

Identify Yourself
Submit your user name to start.

User Name
johndoe

Provide Security Validation
Answer these questions to verify your identity.

What was your childhood nickname?
Jack

What is your father's middle name?
Robert

What is your grandmother's first name?
Sally

Set Your Password
Must be at least 8 characters long and contain at least 1 Letter, 1 number and 1 symbol.

New Password
••••••••

Confirm Password
••••••••

Set Password

2. Answer **Security Questions**

3. Enter **New Password, Confirm Password**, and click on **Set Password**

4. Sign in with **User Name** and updated **Password**

Dashboard

The information displayed along the top of the Dashboard screen is part of the Header.

Bangor Payroll ESS Demo Company
John Doe

Home Menu Contact Settings Exit

Your Info ...
John D Doe
222 Main Street
Shirley, ME 04985
john.doe@bangor.com
Emp# 25 Hired 10/12/2001

Pay ...

Checks	Gross
04/02/2015	👁
03/20/2015	👁
01/28/2015	👁
2011	W2

Resources ...

- Federal W-4
- Clock
- Sexual Harrasment
- Annual Enrollment
- 401K

Time Off ...

Type	Balance
Vacation	80.00
+	

Messages ...

New Insurance Deductions Start 8/14/2015

Navigation Buttons






There are several buttons in the upper right corner of the Dashboard used to navigate the application.

Button	Description
	Home button. Click this button from anywhere within the Employee Portal to return to the Dashboard.
	Menu button. Click this button to access shortcuts to screens within the Employee Portal.
	Help button. Displays contact information for payroll and HR assistance. An ESS Contact and/or HR user must be set up for contact information to display here.
	Settings menu. Click to update email addresses, passwords, and change extra security questions.
	Exit the program.

Menu Button



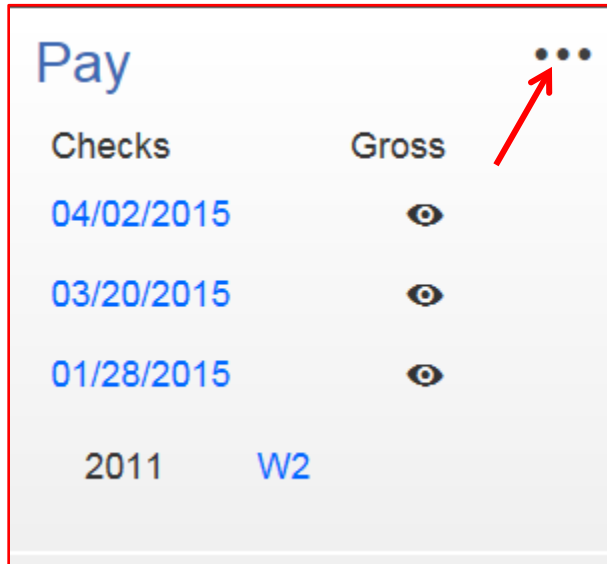
The Menu button includes buttons that coincide with the tiles (sections) on the Dashboard.


Button	Description
 Your info	Displays the employee's personal information, including address, phone, email address, employee number and hire date.
 Pay	Displays the employee's paystub. W-2s and 1099s can also be viewed on this screen.
 Messages	Displays messages sent to the users by managers. Also, messages for managers, generated when an employee's Time off Request or Personal Information changes require approval are displayed here. Unless a user is a manager, the messages are read-only.
 Resources	Displays links to resources, such as Benefit Companies or Tax Websites. These links are established by users with management rights.
 Time Off	Displays time off balances and facilitates time off requests.



Pay

The **Pay** button displays the employees' last three check stubs as well as the most recent annual tax form generated for the employee.



1. Click the **check date** to display and download the check stub for that payment date.
2. Click the  next to the check date to display the gross amount for that check.
3. Click the **W2** link to display and download the most recent W2.
4. Click the **Pay** button in the **Menu** or the **Ellipsis(...)** on the **Pay** heading to open the **Pay** screen directly.

Pay

2016

2015

2014

2013

2012

2011

Check Date	Check #	Gross
04/02/2015	-99999094	\$60.00
03/20/2015	-99999051	\$925.20
01/28/2015	-99999099	\$60.00

5. Select the Year on the left side of the screen to display Pay Statement and W2 information for that year.

Preview

John D Doe

Company ZZZF
Number 25
Social Security # XXX-XX-5555
Hire Date 10/12/2001

ESS Demo Company

Division 200
Branch 1
Department

21 Main Street
Bangor ME 04401 207-990-3116

Vacation 80.0000-0.0000=80.0000 HOURS
DUD Balance Paid \$100.00

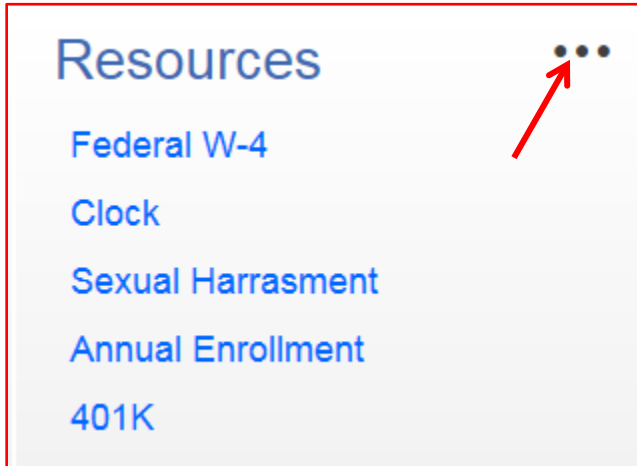
Earnings				Deductions					
Description	Location / Job	Rate	Hours/Piece	Current	Year To Date	Description	Current	Year To Date	
Regular		8.50	80.00	680.00	1784.36	Fed (S/D) (713.77)	76.63	194.90	
Holiday		7.50	8.00	60.00	180.00	OASDI (713.77)	44.25	118.53	
		0.00				Medicare (713.77)	10.35	27.72	
		0.00				ME (S/D) (713.77)	25.00	60.00	
		0.00				125 Health Ins.	26.23	52.46	
		0.00				DD Checking 1		395.67	
Total Earnings				88.00	740.00	1964.36	Total Deductions	182.46	849.28
NET PAY		557.54	Total Direct Deposits		0.00	Check Amount	557.54	1115.08	

7. Use the buttons on the left to zoom in and out.

8. Click **Save** to download and print the pay statement.

Resources

1. The **Resources** button provides links for employees to access information about company resources quickly and easily.



2. Click the **Resources** button in the **Menu**, or the **Ellipsis(...)** button on the **Resources** heading to open the **Resources** screen. Helpful Links will appear.

Links	URL
Federal W-4	http://www.irs.gov/pub/irs-pdf/fw4.pdf
Clock	https://bangortime.payrollservers.us/pg/Ess/Default.aspx
Sexual Harrasment	http://www.yahoo.com
Annual Enrollment	http://www.yahoo.com
401K	http://www.google.com

Viewing Messages



Two Messages are viewable for all employees in a company. Messages in the Employee Portal can only be added to or updated by Managers.

Bangor Payroll ESS Demo Company **John Doe**

Home Menu Contact Settings Exit

Your Info ...	Pay ...	Resources ...	Time Off ...
John D Doe 222 Main Street Shirley, ME 04985 john.doe@bangor.com Emp# 25 Hired 10/12/2001	Checks Gross 04/02/2015 03/20/2015 01/28/2015 2011 W2	Federal W-4 Clock Sexual Harrasment Annual Enrollment 401K	Type Balance Vacation 80.00 <div style="border: 1px dashed gray; padding: 5px; display: inline-block;">+</div>

Messages ...

New Insurance Deductions Start 8/14/2015