

# Introducing the new Employee Portal

In connection with HR Butler all employees now have online access to review their HR and payroll information. You will be able to review your personal data like Name, Address and W-4 status as well as time-off balances and old pay stubs, as well as copies of W2's. This is an excellent source should you lose your pay stub or need to obtain copies of pay stubs for credit applications.

You will need a recent check stub from a payroll dated within the last 30 days to complete the registration process. Once you have a recent check stub, you will be able to set up your secure account to access your information. Go to [www.hrbutler.com](http://www.hrbutler.com) and click on Service, Client Area, Employee Self Serve. Once inside the new screen you will click on the Click Here link under the Employee Portal section. A screen will appear to enter your Login Name and Password --to register for the first time, click on the New User Registration Tab. You will be asked to enter a Login Name, create and re-enter a Password, the Company code, social security number (no dashes), "check number" and Current Total Earnings. See the screen shot below to see where you can obtain the necessary information.



## Employee Portal

The screenshot shows the 'New User Registration' tab of the HR Butler Employee Portal. The form is divided into two columns. The left column is titled 'Setup Your Credentials' and contains three input fields: 'Login Name', 'Password', and 'Confirm Password', each with a 'required' label. A red asterisk note below the Password field states: '\* Must be at least 7 characters long and contain at least 1 Letter, 1 number and 1 symbol.' The right column is titled 'Provide Pay Information' and contains four input fields: 'Company Code', 'SSN', 'Check Number', and 'Current Total Earnings', each with a 'required' label. At the bottom left of the form is a 'Register Me' button. At the top of the form are three tabs: 'Secure User Login', 'New User Registration', and 'Forgot Password', with 'New User Registration' being the active tab.

After all of the fields are properly completed, click **Register Me** to set up your security questions.

Returning user should click on the Secure User Login tab where you will be prompted to enter your Login Name and Password for your account.