COLE COUNTY
EMPLOYEE SELF-SERVICE PORTAL
INSTRUCTION GUIDE
Introduction to Employee Self Service Portal through AccessMyGov:

Through the Employee Self Service portal, County employees can independently:

- View prior pay checks
- View W-2’s
- Request changes to personal employment information
- Check leave balances
- Request changes to direct deposit settings
- Much more
Logging in to AccessMyGov:


2. If you access the site from the Cole County website, you will next right-click on “BS&A AccessMyGov” under the “EMPLOYEE PORTAL” heading.

The following represents what you will see when you reach the Employee Portal home page:

3. Hover your mouse pointer over “Currently not signed in” in the top right corner of the screen and then right-click on the “Sign In” option – OR – right-click “Sign In” under the “ACCOUNT” heading within the leftmost panel of the screen.

4. You will be prompted for your User Name and Password.
   - Your default User Name is your BS&A email address (e.g. `jdoe@colecounty.org`):
   - Your default Password is your last name followed by the last four digits of your SSN (e.g. Doe1234):

After you input your information, right-click the “Sign In” button to complete the log in.
Changing Password (Only if Desired):

1. Once you have successfully logged in, right-click on “Account Settings”.

2. Right-click on “Edit Your Information”.

3. Right-click on the second tab, “Change Password”. Enter your old password, choose and confirm the new password and then click “Change Password”.
1. Once logged in, within the leftmost panel of the screen, you will see a section labeled “Employee Self Service”. Within this section, you have the ability to view/edit personal employment and financial information.

2. If you right-click on the first option, “Personal Employment Info”, you will be able to view/edit your personal employment information. Here you will see six (6) tabs across the top of your screen.

A. **General.** Here you can view/edit your name, address, phone number and email address. To make any changes, right-click on the “Request a Change” box.

B. **Dependents.** Here you can add/edit/view dependents. To add a new dependent, right-click the “Add” button; to view/edit an existing dependent, right-click on the name of the dependent for which you wish to view or edit information and right-click the appropriate button.

C. **Emergency Contacts.** Here you can add/edit/view emergency contacts. To add a new contact, right-click the “Add” button; to view/edit an existing contact, right-click on the name of the contact for which you wish to view or edit information and right-click the appropriate button.

The following dialog box will appear. Make any desired changes and right-click “Submit” when you are finished.

After the information is added or corrected, right-click “Submit”.

Whether you choose “Add” or “Edit”, the following dialog box will appear; you will either add the information or edit the existing information.
Whether you choose “Add” or “Edit”, the following dialog box will appear; you will either add the information or edit the existing information. After the information is added or corrected, right-click “Submit”.

D. **Benefit Plans**. Here you can see an overview of your benefit plan(s). At this time, you cannot make changes to your enrollment; no changes requested through the “Change Enrollment” form will be approved.

E. **Requests**. Here you can see an overview of the changes/additions you have requested through AccessMyGov and their approval status.

F. **Employee Documents**. Cole County will not be utilizing this tab.
Employee Self Service- Personal Financial Info:

1. Once logged in, within the leftmost panel of the screen, you will see a section labeled “Employee Self Service”. Within this section, you have the ability to view/edit personal employment and financial information.

2. If you right-click on the second option, “Personal Financial Info”, you will be able to view/edit your financial information. Here you will see four (4) tabs across the top of your screen.

   A. **Check History**. Here you can view check history information and view your check details by clicking “View Check”.

   B. **Direct Deposit**. Here you can view the account information for your direct deposit account(s) and “Print a direct deposit signup sheet” to request changes. You will need to fill this sheet out and submit it to the HR Department.

   C. **Tax/W-4 Info**. Here you can view your W-4 information and submit a signed W-4 form to the HR Department to request changes.

   No changes requested through the “Request a Change” button will be approved; you must print out the respective forms and submit them to the HR Department:


   D. **W-2’s**. Here you can view and overview and past year W-2’s as well as preview the current year’s W-2.
Employee Self Service- Year to Date Info:

1. Once logged in, within the leftmost panel of the screen, you will see a section labeled “Employee Self Service”. Within this section, you have the ability to view/edit personal employment and financial information.

2. If you right-click on the third option, “Year to Date Info”, you will be able to view your year to date information including payments, deductions, sick and vacation balances. Here you will see six (6) tabs across the top of your screen.

A. **Payments.** Here you can view year to date payments made to you and from what pool the payments were made. You can drill down to see more details for each pay code by clicking “View Details”.

B. **Deductions.** Here you can view year to date deductions that have been taken from your paycheck. You can drill down to see more details for each deduction by clicking “View Details”.

C. **Hours.** Here you can view the hours for which you have been paid and from what category they were paid. You can drill down to see more details for each deduction by clicking “View Details”.

D. **Leave Balances.** Here you can view the hours for which you have been paid and from what category they were paid. You can drill down to see more details for each deduction by clicking “View Details”.

E. **Taxable Gross.** Here you can view your gross wages taxable by type of tax. You can drill down to see more details for each deduction by clicking “View Details”.

F. **Direct Deposit.** Here you can view your year to date net deposits by account(s) you have set up for direct deposit. You can drill down to see more details for each deduction by clicking “View Details”.