



WEB ACCESS: EMPLOYEE SELF SERVICE 101

HOW CAN I ACCESS THE EMPLOYEE PORTAL?

As an employee of a company that partners with HR Strategies, you have access to your own Employee Portal. You can view your paycheck, past W-2s, tax allowance elections, and much more! Your access is available 24 hours a day, 7 days a week, 365 days a year!

Navigate to <https://www.hyrrpyramid.net/hsr/EmployeeLogin> to register or login. When the webpage has loaded, you will be presented with a screen as shown. If you are aware of your credentials you may proceed with signing-in. Otherwise, click on the Register button.

HOW DO I REGISTER FOR MY ACCOUNT?

On the Registration page, you will be prompted to enter your personal information – be sure to enter information exactly as your Employer has for you on file. Simply fill out the Registration screen as shown; when finished, click the Register button to finalize.

If successfully registered, you will see a message displayed stating to check your email for a

“key.” This key is time-sensitive and required to sign-in for the first time.

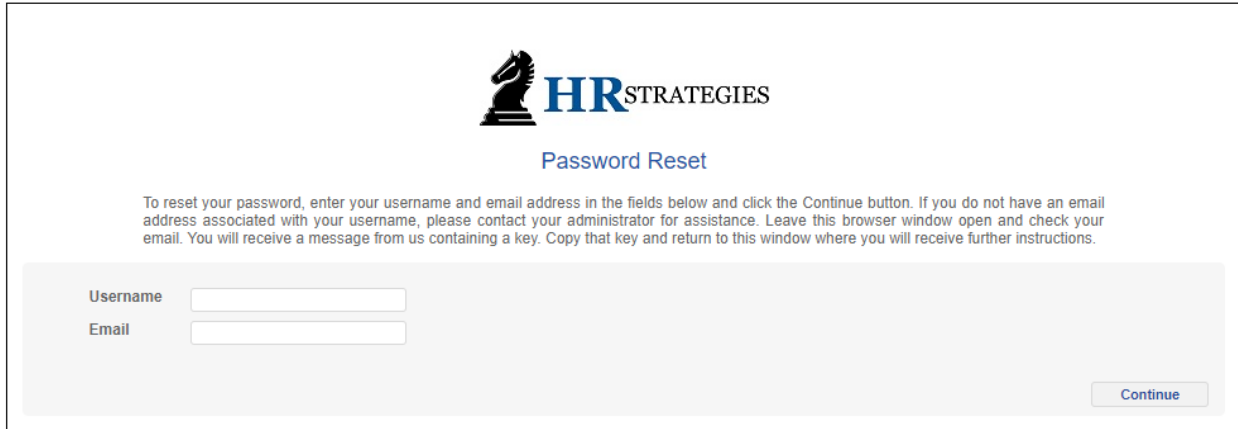
If you are having trouble signing-in, follow the steps below for recovering your username or resetting your password.

WHAT DO I DO IF I FORGOT MY USERNAME?

If you forgot your username, contact your Company Administrator. If they are unable to provide you with the necessary information, please contact us.

WHAT DO I DO IF I FORGOT MY PASSWORD?

To reset your password, you must know your username in order to continue. After clicking on the “Forgot Password?” link, you will be asked to enter your username and email associated with your Employee Self Service account.



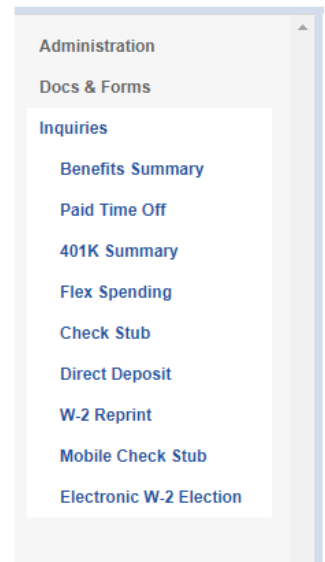
The screenshot shows the HR Strategies Password Reset page. At the top center is the HR Strategies logo, which consists of a black chess knight icon to the left of the text "HR STRATEGIES" in blue. Below the logo is the heading "Password Reset" in blue. Underneath is a paragraph of instructions: "To reset your password, enter your username and email address in the fields below and click the Continue button. If you do not have an email address associated with your username, please contact your administrator for assistance. Leave this browser window open and check your email. You will receive a message from us containing a key. Copy that key and return to this window where you will receive further instructions." Below this text are two input fields: "Username" and "Email", each with a white text box. To the right of the "Email" field is a "Continue" button.

HOW DO I ENROLL TO OBTAIN ACCESS TO MY W-2 EARLY?

HR Strategies has an e-W2 option when it comes to receiving your annual W-2. This is simply the electronic election of receiving your W-2 online, through your Employee Portal. We encourage all clients and their employees to elect e-W2 for accessing their W-2 earlier than waiting for it to arrive in the mail. It is convenient to access and you can download all historical W-2s if and when needed.

Note: If you elect for e-W2, you will NOT receive your W-2 via mail. Instead, login to your Employee Self Service account to view and/or download the applicable tax year.

In order to elect for e-W2, you will sign-in and navigate to the **Inquiries** tab (in the menu). You will then click on Electronic W-2 Election. If you are not enrolled in e-W2, you will see an option to enroll, as shown below. If you have already enrolled, you will be presented with a message stating you have elected to be an electronic recipient.



To enroll in the e-W2 program, agree to the Terms and Conditions and click on the **SAVE Changes** button.

Early W-2 Election

Introduction

We are happy to be able to offer you the Electronic W-2 (E-W2) program, which allows you to obtain your Form W-2 directly from our HR Strategies Web Self-Service Site as soon as it is available. Obtaining your W-2 in this manner offers several advantages:yy* Faster receipt of your W-2 - as much as 2-3 weeks sooner than traditional mailed copiesy* More secure - no more lost in the mail, delivered to the wrong address, or misplaced W-2sy* More convenient - download and print at your convenience, when you need it, with unlimited reprintsy* Easy - just a couple of mouse clicks to obtain your W-2

Terms & Conditions

- If you elect to participate in the HR Strategies Electronic W-2 (E-W2) program, you will not receive a printed copy in the mail. This election will remain in effect every year until revoked in writing.

I hereby provide my consent to HR Strategies to make my Form W-2 available electronically, subject to the terms and conditions stated above.

Click here to accept

Print

SAVE Changes

If you have already enrolled in the program, you will see the following message:

Early W-2 Election

This is confirmation that you have elected participation in the Electronic W-2 program on ELECTED DATE.

Introduction

We are happy to be able to offer you the Electronic W-2 (E-W2) program, which allows you to obtain your Form W-2 directly from our HR Strategies Web Self-Service Site as soon as it is available. Obtaining your W-2 in this manner offers several advantages:yy* Faster receipt of your W-2 - as much as 2-3 weeks sooner than traditional mailed copiesy* More secure - no more lost in the mail, delivered to the wrong address, or misplaced W-2sy* More convenient - download and print at your convenience, when you need it, with unlimited reprintsy* Easy - just a couple of mouse clicks to obtain your W-2

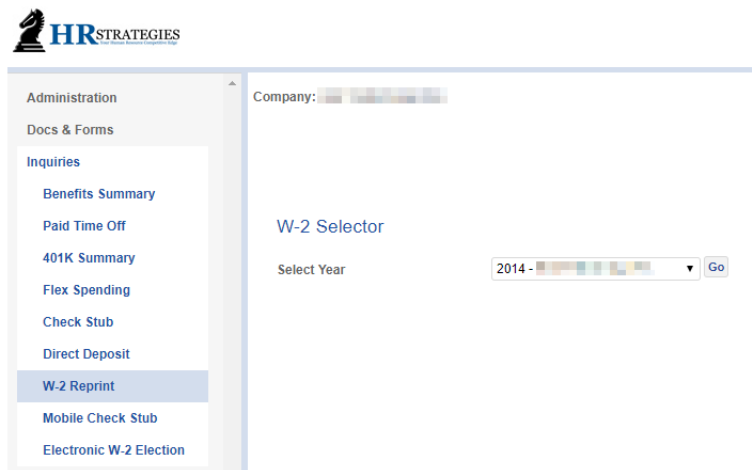
Terms & Conditions

- If you elect to participate in the HR Strategies Electronic W-2 (E-W2) program, you will not receive a printed copy in the mail. This election will remain in effect every year until revoked in writing.

Tip: If you do not enroll in the e-W2 program, you will receive your W-2 via mail at the address we have on file. If you do not have your W-2 by February 14, 2019, please contact us below to confirm your information. We will have all hard-copy W-2s mailed by January 31, 2019.

How do I Access My W-2s?

You can access your available W-2s by clicking on the W-2 Reprint option in the menu. Under the W-2 Selector portion of the screen, choose the applicable year from the drop-down box – then click **Go**. The file will open or download as a PDF.



If you need additional assistance, please contact us via email at support@hr-strategies.com or by phone at (770) 339-0000, Option 1.