

**Welcome to Employee Self-Service (ESS) offered by  
The Human Resource Consulting Group!**  
ESS allows for 24-hour access to Pay Stubs, W-2's, and Personal  
Information through a secured login and password.

**Web Site: <https://www.evolutionpayroll.com/selfserve/HrConsulting>**

**You can add this link to your favorites so you do not have to key in  
the website each week.**

The screenshot shows the login page for The Human Resource Consulting Group's Employee Self-Service Portal. The page has a header with the company logo and the tagline "We're all about the people. Your people." Below the header, it says "Welcome to your Employee Self-Service Portal." The main content area is titled "Secure Login" and contains two input fields: "User Name:" and "Password:". Below these fields is a "Secure Login" button. At the bottom of the main content area, there are two links: "Register New User" and "Forgot Password". A callout box on the left side of the page, with the text "Click on Register New User to register", has an arrow pointing to the "Register New User" link. At the bottom of the page, there is a footer that reads "Information is protected by 128 bit SSL encryption. Acrobat Reader is required to view pay statements" and a small Adobe logo.

**Click on Register New User to register**

Secure Login

User Name:

Password:

Secure Login

Register New User

Forgot Password

Information is protected by 128 bit SSL encryption.  
Acrobat Reader is required to view pay statements

Done

### **First Time Users:**

First time users must register for access to Employee Self-Service. To register you will need your **most recent Pay Stub** which contains all of the required company related and personal information for the registration process.

To register click on **“Register New User”**

## Registration Process:

To begin you will need your most recent pay stub:

- Company Code ( XXXX )
- Social Security Number (no dashes)
- Check Number - **if you have direct deposit you must enter the (- minus) in front of the check number just as it appears on your stub**
- Current Total Earnings (this is your **Current Gross Earnings**, not YTD)

The screenshot shows the 'Register New User' form in the Employee Self-Service Portal. The form is divided into two main sections: 'Pay statement information' and 'Create new login'. The 'Pay statement information' section includes fields for Company Code (filled with 'alpha'), SSN (filled with '\*\*\*\*\*'), Check Number (filled with '150175'), and Current Total Earnings (filled with '400.00'). The 'Create new login' section includes fields for User Name (filled with 'j401k-flat'), Password (filled with '\*\*\*\*\*'), and Confirm Password (filled with '\*\*\*\*\*'). There is also a 'Calculate' field with the expression '41 + 47 =' and the result '88'. A 'Register User' button is at the bottom of the form. The page header includes the company logo and the text 'We're all about the people. Your people. Welcome to your Employee Self-Service Portal.' A security notice at the bottom states: 'Information is protected by 128 bit SSL encryption. Acrobat Reader is required to view pay statements.'

## Create Your Login:

Once you have entered the required data from your pay stub you will need to create a Username and Password. Your password must contain at least 1 letter, 1 number and 1 symbol – **MUST BE 8 characters long**.

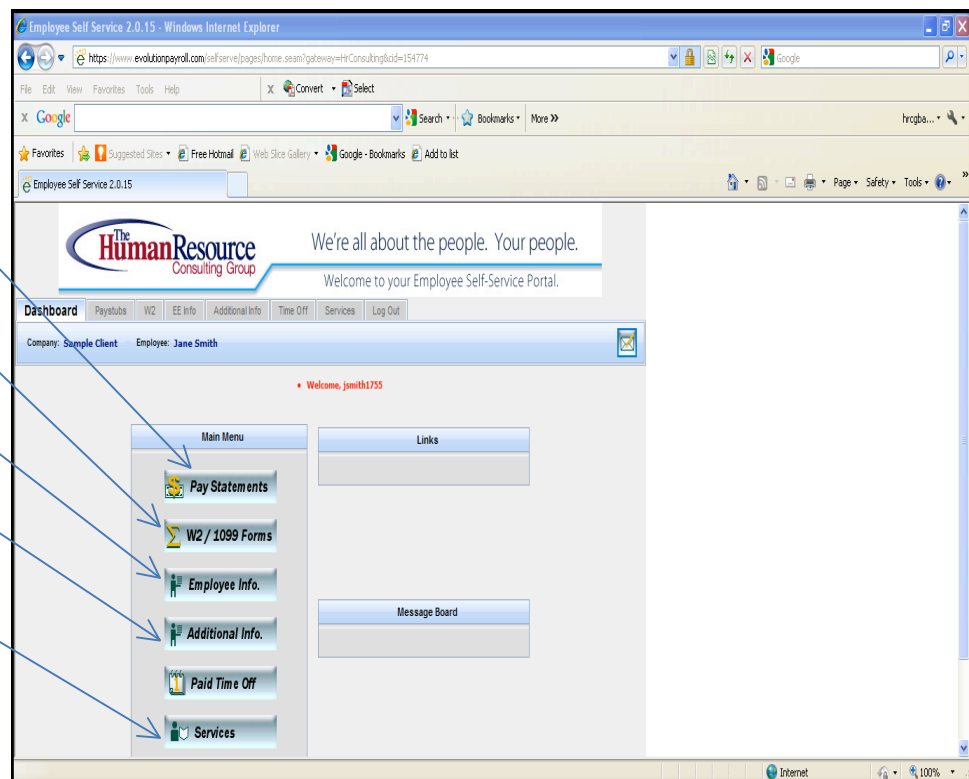
- Enter Username
- Enter Password
- Confirm Password
- Click on Sign on

After you have successfully logged in you will be asked a series of Security questions: Be sure to choose questions you will remember the answers for.

The screenshot shows the 'Setup Security Questions' page in the Employee Self-Service Portal. The page has a header with the company logo and the text 'We're all about the people. Your people. Welcome to your Employee Self-Service Portal.' Below the header, there is a red message: 'Welcome, j401k-flat'. The main section is titled 'Setup Security Questions' and includes a note: '\* denotes required field'. A text box explains: 'Please select three security questions and provide answers. They will be used to restore forgotten password. You will not be able to use ESS until you setup security questions.' There are three sets of questions, each with a dropdown menu for the question and a text input field for the answer. The questions are labeled 'Question 1', 'Question 2', and 'Question 3'. The answers are labeled 'Answer 1', 'Answer 2', and 'Answer 3'. There is also an 'E-Mail' field. At the bottom, there are 'Cancel' and 'Save' buttons.

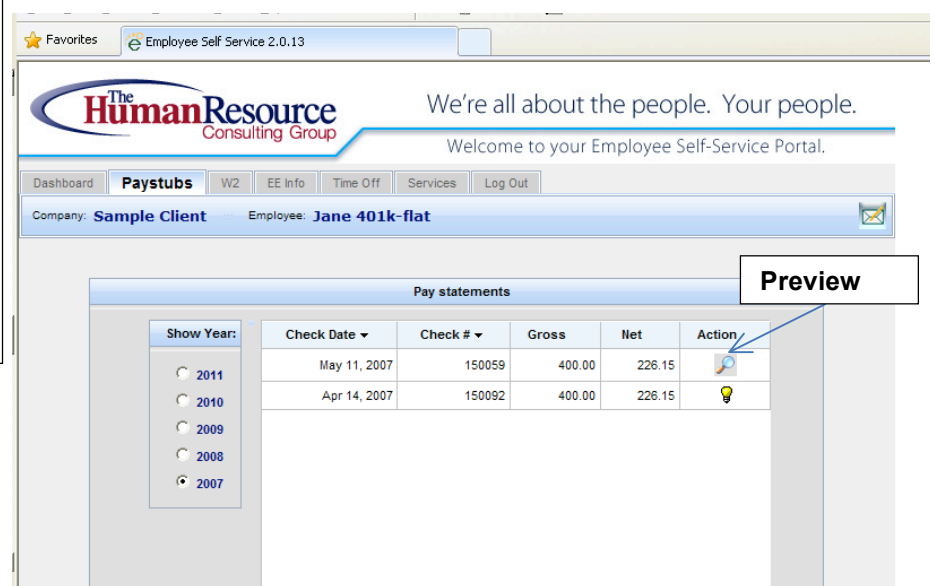
**Main Menu:** You can navigate the site with the tabs across the top of the page or along the left side  
**You can VIEW:**

- Pay Statements
- W2\1099 Forms
- Employee Info
- Additional Info
- Services



### Pay Statements:

- ✓ Will have historical data from the 1<sup>st</sup> check date with HRCG
- ✓ After selecting the year click on the magnifying glass to preview
- ✓ Stub will open as PDF
- ✓ Can view and print



## W2/1099 Forms:

- ✓ Will have historical data
- ✓ W2's processed by HRCG
- ✓ Will open as PDF
- ✓ Can view and print

The screenshot shows the 'W2 / 1099 Forms' section of the portal. It includes a note: 'Note: W2 data reflects only originally issued W2 information. It does not reflect any W2C corrected statements'. Below the note are dropdown menus for 'Year', 'Type', and an 'Action' button. The portal header includes the company logo, navigation tabs (Dashboard, Paystubs, W2, EE Info, Time Off, Services, Log Out), and user information (Company: Sample Client, Employee: Jane 401k-flat). The footer mentions 'Powered by evolution hrconsulting 12.16.9.3' and 'ver. 2.0.13\_37 © 2006-2011 iSystems, LLC. All rights reserved.'.

## Employee Info:

- ✓ Can view demographics
- ✓ Can view State/Federal exemption status

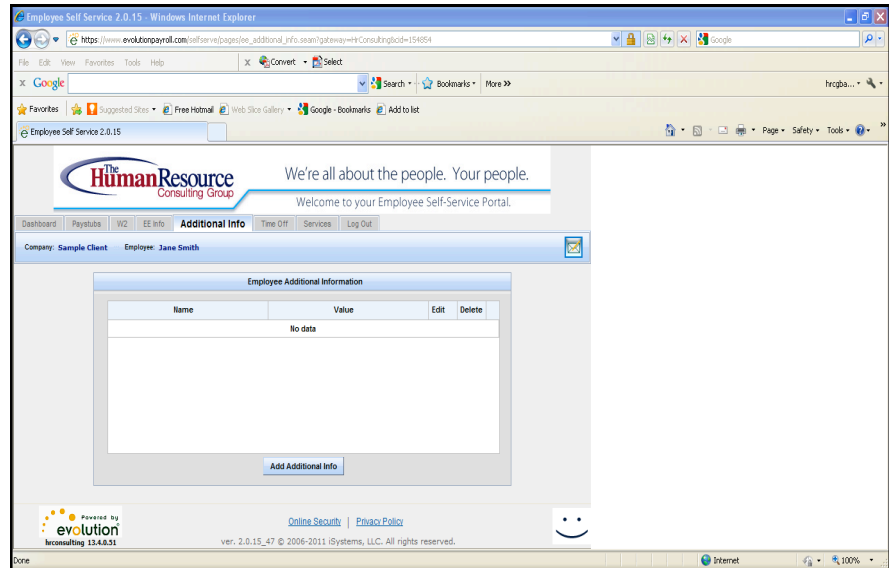
The screenshot shows the 'Employee Information' section of the portal. It displays personal details for Jane 401k-flat, including last name, first name, middle initial, birth date, address, city, state, zip code, phone, and email. It also shows salary (0.00), hire date (Mar 1, 2002), federal marital status (Single), dependents (0), and state (VT) marital status (Single). A table at the bottom lists rates and amounts.

Rate #	Amount	Primar	Div ~ Branch ~ Dept ~ Team
1	10.00	Y	---
2	10.00	N	This Division is Hidden-This Branch is Hidden-Dept 2~

The portal header and footer are identical to the previous screenshot.

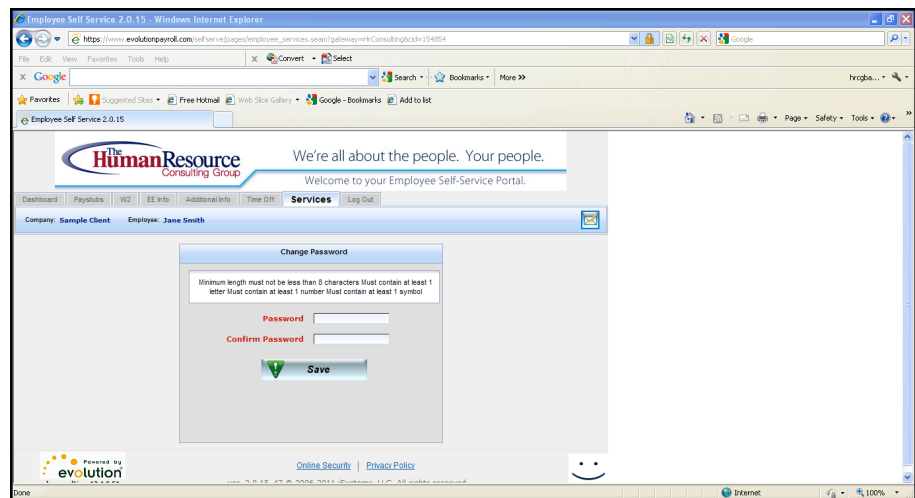
### Additional Info:

- ✓ This screen is not being used at this time



### Services:

- ✓ Can change your password



Any questions regarding your information, pay stubs, and W2's can be emailed to Human Resources by clicking on the “envelope” icon located on the top right corner of each page. Email will open:

