

## HOW TO ACCESS BOWDOIN COLLEGE EMPLOYEE SELF-SERVICE – HRforYOU

The College's online employee self-service program called HRforYOU can be used for lots of reasons: to see your paystub, to change your telephone number or address, and benefits-eligible employees may use it to review their benefits and beneficiaries. Here's how to navigate to HRforYOU and get logged in:

1. Turn on your computer and wait for the desktop program icons to appear on the monitor.
2. Examine which icons are on the desktop. Select (doubleclick) on an internet browser icon (e.g., Internet Explorer, Mozilla Firefox, or Safari on a Mac computer). HrforYOU will not work with the Chrome browser.

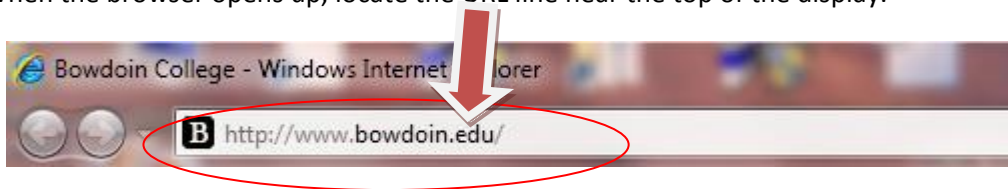


Internet Explorer icon



Firefox icon

3. When the browser opens up, locate the URL line near the top of the display.

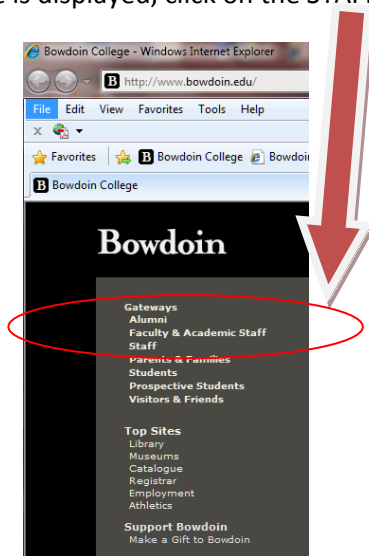


4. Place your mouse cursor in the URL box and type the following:

<http://www.bowdoin.edu>

Entering this line will take you to the Bowdoin College home page. Most computers on campus already have the Bowdoin homepage displayed when the computer is booted up or when you select a browser.

5. When the Bowdoin homepage is displayed, click on the STAFF gateway (top left of the display).



6. When the STAFF gateway homepage is displayed, look under the RESOURCES section for HUMAN RESOURCES. Click on HUMAN RESOURCES to navigate to the Human Resources homepage.

**Staff Gateway**

Location: [Bowdoin](#) / Staff Gateway

**Building Dashboard**

**Bowdoin**  
Energy Meters  
Check your building here!

**Bowdoin Webcams**

Hubbard Hall  
Coles Tower View  
Thorne Dining Hall  
Hubbard Hall

Last Updated on Jan 24  
2011, 6:51 am EST


Fair  
-12.0 F (-24.4 C)  
Brunswick forecast

**Announcements**

- Weather Emergencies Information 2010-2011
- Congratulations 2010 Polar Stars!
- Emergency Preparedness
- Contribute to the Bowdoin Staff Assistance Fund
- New Forms for Research Oversight

**Resources**

- Administrative Offices, Forms, and Policies
- Bearings
- Campus Digests
- Classifieds
- Directory
- Employee Discounts
- Facilities Work Orders
- Fitness Facility Hours and Information
- Human Resources (HR for You and TimePro)**
- IT Help Desk
- ..





7.

## HUMAN RESOURCES HOME PAGE

Location: [Bowdoin](#) / HR

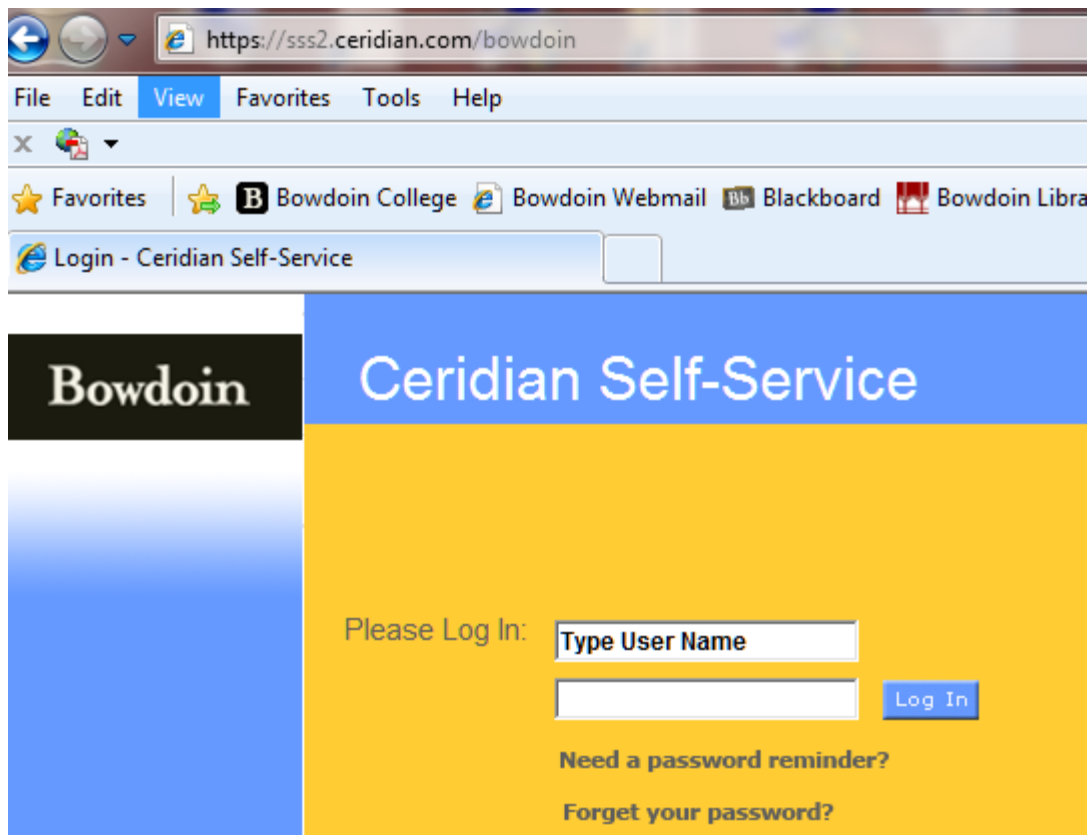
# Human Resources

- Human Resources Department
- Staff & Contact Information
- Benefits
- Health and Wellness
- Employee Forms
- Employee Handbook
- HRforYou**
- Additional Resources
- Review & Recruit



The Bowdoin College Human Resources Department is

8. About halfway down the left menu on the HR homepage, left click on the link HRforYOU. You will now see the HRforYOU log in page.
  - a. Your login for HRforYOU was originally set to be different from your Bowdoin email and password – perhaps you have changed them to be the same so you will have less to remember!
  - b. For most employees, the username is the employee’s first initial followed by the middle initial and the full last name with no spaces. It does not matter if you use capital or lower case letters.
  - c. When you type in your password, you will not see the letters or numbers you are typing. You will only see bullets (••••••••) for each character you type.
  - d. If you cannot remember your password, type in your username and then click on, “Need a password reminder?” The password reminder will be displayed in blue letters above your username, “The password reminder you supplied is ...such and such...”
  - e. If you cannot remember your username, click on “Forget your password?” An automatic email message will be sent to Human Resources and you will receive two emails: one with your username and a second email with your password.
  - f. During business hours, you can call x7070 (798-7070) to have your username or password reset.
  - g. When you know your username and password for HRforYOU, enter it on this screen and then click on the blue LOGIN box to the right of your password.



## HOW TO ACCESS YOUR PAY STUBS aka EARNINGS STATEMENTS

9. Once you enter your username and password to log in, this screen is displayed.

WELCOME TO HRforYOU at Bowdoin College! Please call x7070 (from off campus, 798-7070) if you need assistance in using HRforYOU employee self-service. Thank you!

All email correspondence in this product will be sent to: [ksteinma@bowdoin.edu](mailto:ksteinma@bowdoin.edu). [Change your email address.](#)

**To Do**

- You have 0 Documents pending your approval
- You have 0 Requests in process
- You have 0 Documents saved for later
- All Documents

**Payroll & Tax Information**

- TimePro Links
- SeeMyW2
- Earnings Statements
- Direct Deposits
- Check Calculations
- Federal Tax Form (W-4)
- Link to State Of Maine Tax Form (W-4ME)
- Payroll Benefit Deduction Codes
- Contact Lynne Toussaint for Payroll Questions

**College Information**

- HR and Payroll Contact Information
- Job Postings
- Employee Directory Search
- Log into REVIEW Online Performance Evaluations
- HR Documents and Forms

**Personal Information**

- My Profile
- Change of Address and/or Telephone Numbers
- Personal Emergency Contacts
- Dependents
- Password
- Employee Reports
- Contact Cindy Bessmer for HR Questions

**Benefits**

- Anthem - Bowdoin College web site
- Consent for Online Benefits Documents
- Qualified Events -- Contact HR if you have a qualified event
- American Century Supplemental Retirement Account Information
- Fidelity Retirement Account Information
- TIAA-CREF Retirement Account Information
- Vanguard Supplemental Retirement Account Information
- Update Beneficiaries
- Contact Mary Cote for Benefits Questions

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10. To look at your paystub, left mouse click on EARNINGS STATEMENTS under the Payroll section.

**Payroll & Tax Information**

- TimePro Links
- SeeMyW2
- Earnings Statements
- Direct Deposits
- Check Calculations
- Federal Tax Form (W-4)
- Link to State Of Maine Tax Form (W-4ME)
- Payroll Benefit Deduction Codes
- Contact Lynne Toussaint for Payroll Questions

