

Human Resources Employee Self Service (Eden)

Employee Self Service provides Charlotte County employees access to view information on record with the Human Resources & Payroll Departments. Changes to your emergency contact information can be made using this portal. All other changes will need to be made through Human Resources.

You can access **Employee Self Service** from [Connect@Work](#). Look for the **Employee Self Service** link on the bottom of the page.



You can also use this direct link: [Employee Self Service \(Eden\)](#)

- [Registration Instructions – New Employees](#)
- [Registered Users Logon Instructions](#)
- [Edit Emergency Contacts](#)
- [Forgot your Password Instructions](#)

Registration Instructions – New Employees

*** Before you begin the registration process make sure you have your employee number available.

- Go to <https://bcchr.co.charlotte.fl.us>
- Click **Human Resources**

**Charlotte County Board of County Commissioners
Human Resources Department
On Line Services Center**

Home Human Resources
Services Home Help Contact

Human Resources

Welcome to Charlotte County Board of County Commissioners Online Services
We hope you find these services useful and convenient. Our goal is to provide quick access to the information and services you need.

Human Resources online services include employee services and Training class registration.

Charlotte County Board of County Commissioners Online Services
18500 Murdock Circle
Port Charlotte, FL 33948
(941) 505-4848
✉ helpdesk@co.charlotte.fl.us

- Click **Employee Services**

**Charlotte County Board of County Commissioners
Human Resources Department
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Human Resources Help Contact

Employee Services

Training Classes

Welcome to Charlotte County Board of County Commissioners Human Resources
Human Resources online services include Employee services and Training Class registration.
Please select a service from the menu on the left to begin.

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helpdesk@co.charlotte.fl.us

Employee Self Services Screen

- Click **New Users**

**Charlotte County Board of County Commissioners
Human Resources Department
On Line Services Center**

Home Human Resources

Employee Services Logon Help Contact

This service provides Charlotte County employees access to information on record with the Human Resources Department. At this time, access is limited to viewing available information.

Please Logon or Register...

Registered Users Please Logon Here.

New Users New User Register Here.

Email Password Forgot your Password?

Charlotte County Board of County Commissioners Online Services
18500 Murdock Circle
Port Charlotte, FL 33948
(941) 505-4848
helpdesk@co.charlotte.fl.us

New User – Registration Screen

- Begin the registration process by entering your personal information.
- All fields marked with “*” are required.
- Click **Next Step**.



Charlotte County Board of County Commissioners Human Resources Department On Line Services Center

Home Human Resources

New User

Help Contact

Please complete the form below, all fields marked with a "*" are required information.

First Name	Last Name*	
Name	<input type="text"/>	<input type="text"/>
Note: If you are registering as an individual, enter your first and last name. If you are registering as a business, enter the business name as last name and leave first name blank.		
Address Line 1*	<input type="text"/>	
Address Line 2/Suite	<input type="text"/>	
City/State/Zip Code*	<input type="text"/>	<input type="text"/>
Phone Number*	example: (209) 555-1212 or (209) 555-1212 3333	
Email Address*	<input type="text"/>	
Select a Username*	<input type="text"/>	Note: Usernames must be unique in our system. You will receive an error message if the username you have entered already exists in our database. Please select a password that is 6 to 20 characters, not a common word or a number. Your password must contain at least one alphabetical character and one numeric character.
Select a Password*	<input type="text"/>	
Repeat Password*	<input type="text"/>	
		If you do not have a personal e-mail address, contact the Helpdesk at (941) 743-1450 to request a County e-mail address.
<input type="button" value="Next Step..."/>		



Charlotte County Board of County Commissioners Human Resources Department On Line Services Center

Home Human Resources

New User

Help Contact


Please complete the form below, all fields marked with a "*" are required information.

First Name	Last Name*	
Name	<input type="text" value="JOHN"/>	<input type="text" value="DOE"/>
Note: If you are registering as an individual, enter your first and last name. If you are registering as a business, enter the business name as last name and leave first name blank.		
Address Line 1*	<input type="text" value="18500 MURDOCK CIRCLE"/>	
Address Line 2/Suite	<input type="text"/>	
City/State/Zip Code*	<input type="text" value="PORT CHARLOTTE"/>	<input type="text" value="FL"/> <input type="text" value="33948"/>
Phone Number*	example: (209) 555-1212 or (209) 555-1212 3333	
Email Address*	<input type="text" value="john.doe@charlottecountfl.gov"/>	
Select a Username*	<input type="text" value="johnd"/>	Note: Usernames must be unique in our system. You will receive an error message if the username you have entered already exists in our database. Please select a password that is 6 to 20 characters, not a common word or a number. Your password must contain at least one alphabetical character and one numeric character.
Select a Password*	<input type="text" value="••••••"/>	
Repeat Password*	<input type="text" value="••••••"/>	
		If you do not have a personal e-mail address, contact the Helpdesk at (941) 743-1450 to request a County e-mail address.
<input type="button" value="Next Step..."/>		

Registration Confirmation Screen

- Please review your information for accuracy.
- If you need to make changes to information shown, select Click Here now.

- If your information is correct, click **Register**.



Charlotte County Board of County Commissioners Human Resources Department On Line Services Center

Home Human Resources

New User Help Contact

Please check your information carefully before clicking the register button. **If you need to make changes to information shown below, [Click Here](#) now.**

Name: **JOHN DOE**

Address: **18500 MURDOCK CIRCLE
PORT CHARLOTTE, FL 33948**

Phone Number: **(941) 743-0000**


Email Address: **john.doe@charlottecountfl.gov**

Username: **john**

Password: **Hidden**

Registration Verification Screen

- Enter information as requested including your employee number and click **Register**.




Charlotte County Board of County Commissioners Human Resources Department On Line Services Center

Home Human Resources

▲ **Employee Services: Register as an employee** My Profile Log Off Help Contact

Register as an Employee

 In order to verify your identity as an employee, please provide the following information.

First Name As it appears on paycheck

Last Name As it appears on paycheck

Employee # Format: include all digits

Date of Birth DD/YYYY

Registered Users - Home Screen

- Go to <https://bcchr.co.charlotte.fl.us>
- Click **Human Resources**



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Welcome to **Charlotte County Board of County Commissioners Online Services**
We hope you find these services useful and convenient. Our goal is to provide quick access to the information and services you need.

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- Click **Employee Services**



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Employee Services

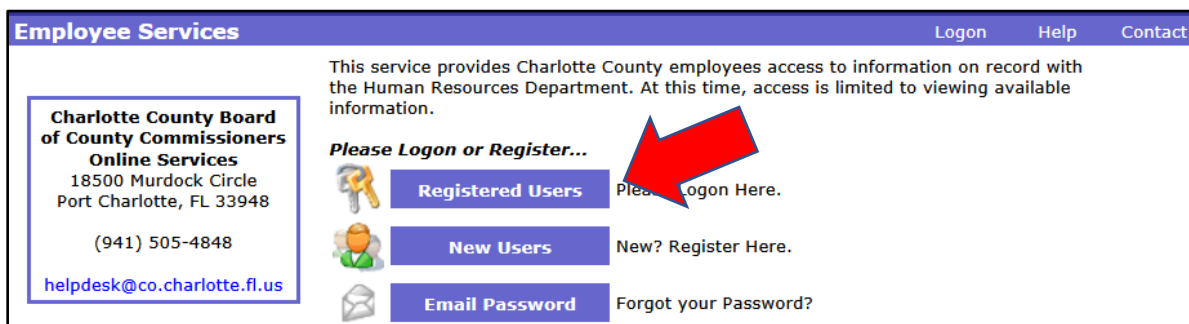
Welcome to **Charlotte County Board of County Commissioners Human Resources**
Human Resources online services include Employee services and Training Class registration.

Please select a service from the menu on the left to begin.

Charlotte County Board of County Commissioners Online Services
18500 Murdock Circle
Port Charlotte, FL 33948
(941) 505-4848
helpdesk@co.charlotte.fl.us

Employee Self Services Screen

- Click **Registered Users**



Employee Services Logon Help Contact

This service provides Charlotte County employees access to information on record with the Human Resources Department. At this time, access is limited to viewing available information.

Please Logon or Register...

Registered Users Please Logon Here.

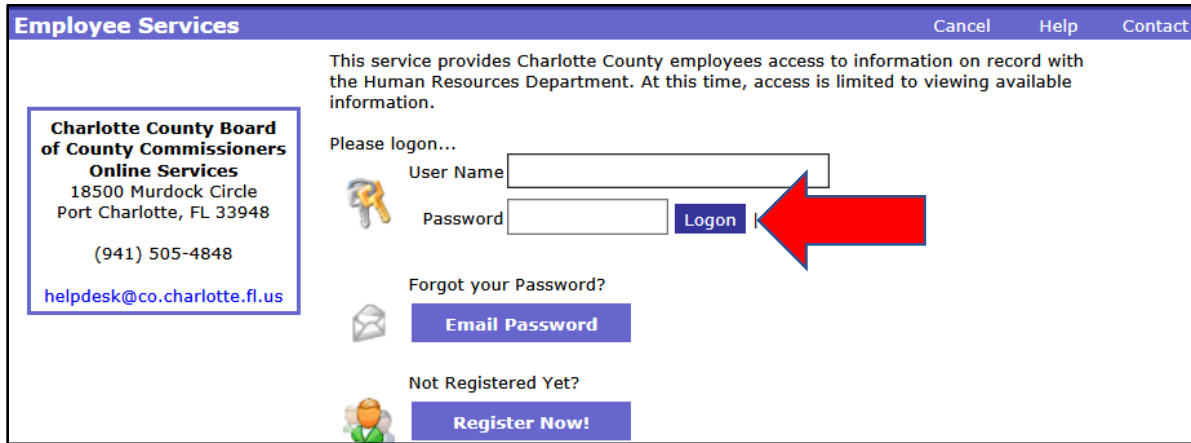
New Users New? Register Here.

Email Password Forgot your Password?

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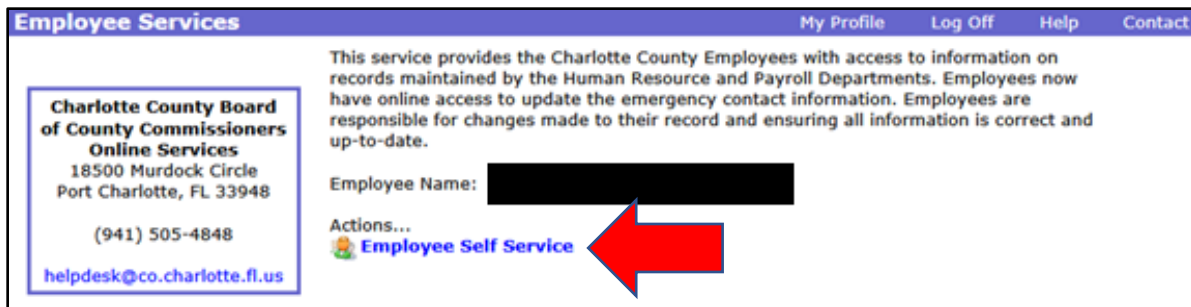
Logon Screen

- Enter your **User Name & Password**
- Click **Logon**



The screenshot shows the 'Employee Services' logon interface. At the top, there are navigation links: 'Cancel', 'Help', and 'Contact'. A text block explains that the service provides access to records with the Human Resources Department. On the left, a box contains contact information for the Charlotte County Board of County Commissioners Online Services, including the address (18500 Murdock Circle, Port Charlotte, FL 33948), phone number (941) 505-4848, and email (helpdesk@co.charlotte.fl.us). The main area prompts the user to logon with 'Please logon...' and provides input fields for 'User Name' and 'Password'. A blue 'Logon' button is highlighted with a red arrow. Below the password field are links for 'Forgot your Password?' (with an 'Email Password' button) and 'Not Registered Yet?' (with a 'Register Now!' button).

- Click **Employee Self Service**



The screenshot shows the 'Employee Services' Employee Self Service interface. At the top, there are navigation links: 'My Profile', 'Log Off', 'Help', and 'Contact'. A text block explains that the service provides access to records maintained by the Human Resource and Payroll Departments. On the left, the same contact information box for the Charlotte County Board of County Commissioners Online Services is present. The main area displays 'Employee Name:' followed by a blacked-out name. Below this, an 'Actions...' section features a blue link for 'Employee Self Service' with a person icon, which is highlighted by a red arrow.

Job Info Screen

- The **Job Info** screen is the default screen for Employee Self Service.
- This screen allows you to view information about your current position.

Note: The Edit button will show on each page but will only allow you to edit Emergency Contact information.

**Charlotte County Board of County Commissioners
Human Resources Department
On Line Services Center**

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Employee Services: Job Info | My Profile | Log off | Help | Contact

Home Dept: **BENEFIT-BENEFIT ONLY DEPARTMENT**

Name: **DUMMIE, MARY** Emp. No.: **105825**

Title/Pos#: **CLERK TYPIST II (5588BF-002)** Position Status: **Cobra**

Work Email: [] Work Phone: []

[Edit](#)

Viewing: **Job Info** <-- Select the information you would like to view.

Emp. Status: **REGULAR FULL-TIME** Last Hired: **5/2/2007**

Org. Name: **COBRA** Adjusted Service Date: **5/2/2007**

Salary Grp.: **BENEFIT ONLY** FTE: **100%** Appointment Date: **5/2/2007**

Cycle: **BI-WEEKLY** Grade: **bft** Last Increase: []

Shift: **BENEFITS ONLY SHIFT** Step: **01** Type: **Hourly**

Inc. Sched.: **STANDARD INCREASE SCHEDULE** Salary: **0.00**

Cafe. Pln.: [] Hourly: **12.55**

Personal Info Screen

- To view your personal information, select **Personal Info** from the dropdown menu.
- **Note:** Dependent information is maintained by Risk Management in BenTek.

Note: The Edit button will show on each page but will only allow you to edit Emergency Contact information.

**Charlotte County Board of County Commissioners
Human Resources Department
On Line Services Center**

Home | Human Resources

Employee Services: Personal Info | My Profile | Log off | Help | Contact

Home Dept: **BENEFIT-BENEFIT ONLY DEPARTMENT**

Name: **DUMMIE, MARY** Emp. No.: **105825**

Title/Pos#: **CLERK TYPIST II (5588BF-002)** Position Status: **Cobra**

Work Email: [] Work Phone: []

[Edit](#)

Viewing: **Personal Info** <-- Select the information you would like to view.

Address: **150 FAKE ST PORT CHARLOTTE, FL 33952**

Home Email: [] Home Phone: **(941) 111-1111 1111**

SSN: *****-**-1111** DOB: **7/25/1962** Hire Date: **5/2/2007**

Sex: **Female** Ethnicity: **White** Marital Status: **Married**

Emergency Contacts [Add/Edit](#)

Contact Name	First Phone	Work Phone	Home Phone	Mobile Phone	Pager
No information found for: Dependents					

Job History Screen

- To view your position and compensation history, select **Job History** from the dropdown menu.

Note: The Edit button will show on each page but will only allow you to edit Emergency Contact information.

**Charlotte County Board of County Commissioners
Human Resources Department
On Line Services Center**

Home Dept. **BENEFIT-BENEFIT ONLY DEPARTMENT**

Name **DUMMIE, MARY** Emp. No. **105825**

Title/Pos# **CLERK TYPIST II (5588BF-002)** Position Status **Cobra**

Work Email Work Phone

[Edit](#)

Viewing **Job History** <-- Select the information you would like to view.

Position History

Chg. Date	Type	New Title
5/2/2007	Manual change through employee edit	CLERK TYPIST II
5/2/2007	Manual change through employee edit	CLERK TYPIST II


Compensation History

Entered Date	Dept.	Title	Desc.	Salary	Hourly
5/22/2007	BENEFIT	CLERK TYPIST II	First History	0.00	12.55

Additional screens provide the following information:

- **Paychecks:** View your paycheck history. Click paycheck date to view and print paycheck details.
- **Tax Withholding:** View your W-4 information
- **Tax Info:** The information displayed here is NOT an official tax document, and is provided only for your reference. Only the printed W-2 which was distributed to you in January can be used for tax-related purposes.
- **Direct Deposit:** View your direct deposit information. To change your Direct Deposit institution or account information, please contact Human Resources.
- **Benefit and Deduction Usage:** Displays a year to date summary of your benefits and deductions.
- **Leave Usage:** Leave balances reflect time reported as of the last completed pay period.
- **Assets:** We do not store asset information in this system.
- **Evaluations:** We do not store evaluation information in this system.
- **Qualifications:** Please contact the Human Resource Department to update us on the status of any new job related Licenses or Certifications you would like noted here.

Make sure you **Log Off** when finished.



Charlotte County Board of County Commissioners Human Resources Department On Line Services Center

Home | Human Resources

Employee Services: Job History | My Profile | Log off | Help | Contact

Home Dept. **BENEFIT-BENEFIT ONLY DEPARTMENT**

Name **DUMMIE, MARY** Emp. No. **105825**

Title/Pos# **CLERK TYPIST II (5588BF-002)** Position Status **Cobra**

Work Email Work Phone

Viewing Job History <-- Select the information you would like to view.

Position History

Chg. Date	Type	New Title
5/2/2007	Manual change through employee edit	CLERK TYPIST II
5/2/2007	Manual change through employee edit	CLERK TYPIST II

Compensation History

Entered Date	Dept.	Title	Desc.	Salary	Hourly
5/22/2007	BENEFIT	CLERK TYPIST II	First History	0.00	12.55

Emergency Contact Information

1. Edit emergency contact information

- To edit your emergency contact information, select **Edit** from any screen.
- Make changes to necessary fields.
- Complete all required fields (marked with an “*”)
- Click the **Update** button.

2. Add new emergency contact

- To add a new emergency contact, select **Edit** from any screen.
- Click the **Add new record** button.
- Complete all required fields (marked with an “*”)
- Click the **Update** button.
- Click **Cancel changes** to return to the Employee Self Service screens.

The screenshot shows a web form titled "Employee Services: Edit Emergency Contacts". The form is divided into several sections:

- Emergency Contacts:** This section contains fields for Name*, Address 1*, Address 2, City/State/Zip* (with a dropdown for "FL"), and Country. To the right of these fields are fields for Relationship* (a dropdown menu), Effective Date, Active* (a dropdown menu), and Primary Contact* (a dropdown menu).
- Phone Numbers:** This section contains fields for Work Phone, Home Phone, Cellular Phone, Pager, and First Phone. There is also a Phone Order* field with a note: "Indicate order using phone's first letter."
- Comments:** A text area for entering comments.

At the bottom of the form, there are three buttons: "Add new record", "Cancel changes", and "Update".

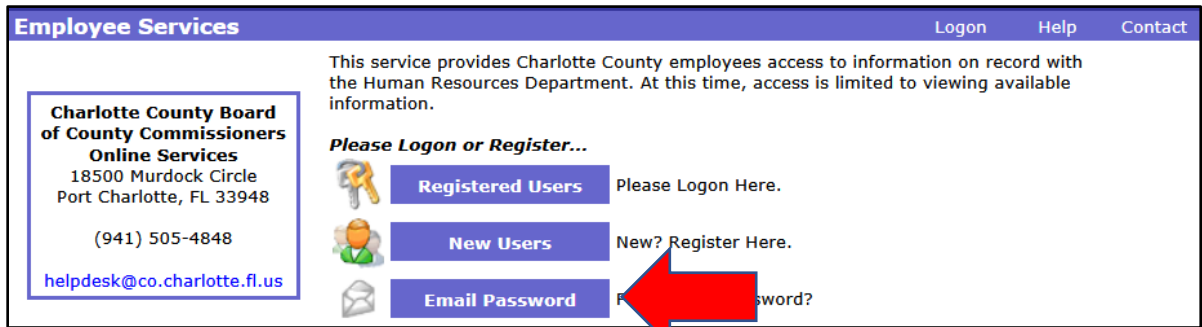
Note: The **Phone Order** field allows you to specify which order your emergency contact's phone numbers should be used. For example, "CWHP" would indicate that your emergency contact should be reached using the following order: Cellular, Work, Home, Pager.

The **First Phone** field will auto populate after clicking the Update button based on the Phone Order field. If you do not specify a phone order, the default order will be Work, Home, Cellular, Pager.

Forgot Your Password Instructions

A. Employee Services Screen

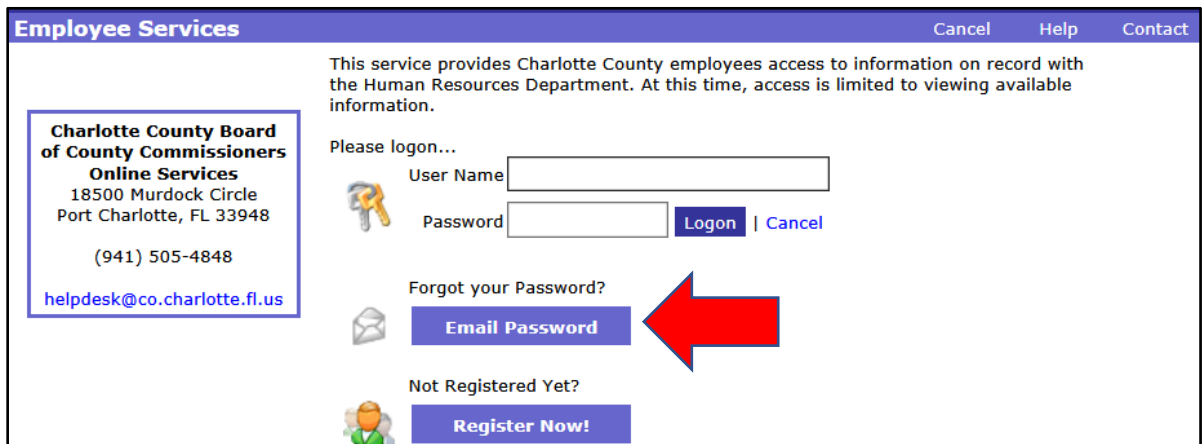
- Click **Email Password**



The screenshot shows the 'Employee Services' page. On the left is a contact box for the Charlotte County Board of County Commissioners Online Services. The main content area has a header 'Please Logon or Register...' and three buttons: 'Registered Users', 'New Users', and 'Email Password'. A red arrow points to the 'Email Password' button.

B. Logon Screen

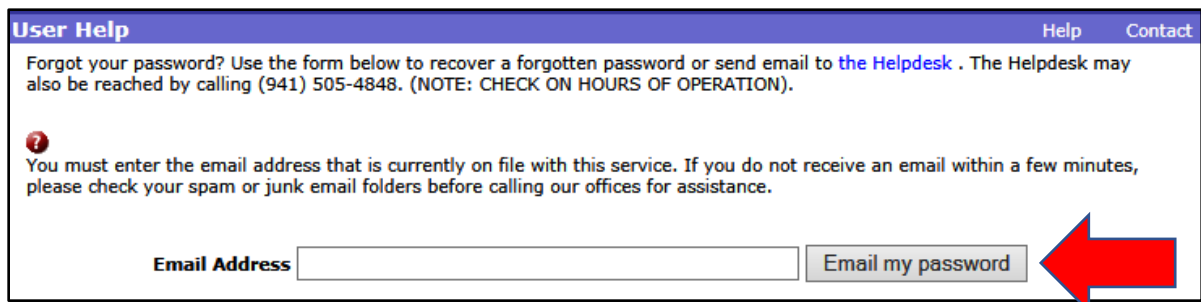
- Click **Email Password**



The screenshot shows the logon screen. It includes a contact box on the left and a logon form with fields for 'User Name' and 'Password', and buttons for 'Logon' and 'Cancel'. Below the form are links for 'Forgot your Password?' and 'Not Registered Yet?'. The 'Email Password' button is highlighted with a red arrow.

C. User Help Screen

- Enter the email address associated with your account.
- Click **Email my password**.



The screenshot shows the 'User Help' page. It contains instructions for recovering a password and a form with an 'Email Address' field and an 'Email my password' button. A red arrow points to the 'Email my password' button.

If you do not receive an email within a few minutes, please check your spam or junk email folders.

If you need assistance, please contact the Charlotte County Clerk of Courts Help Desk:

Email: helpdesk@co.charlotte.fl.us

Telephone: 941.505.4848