

The purpose of this document is to detail steps necessary to register and navigate through the Charlotte County Board of County Commissioners Human Resources On Line Services Center.

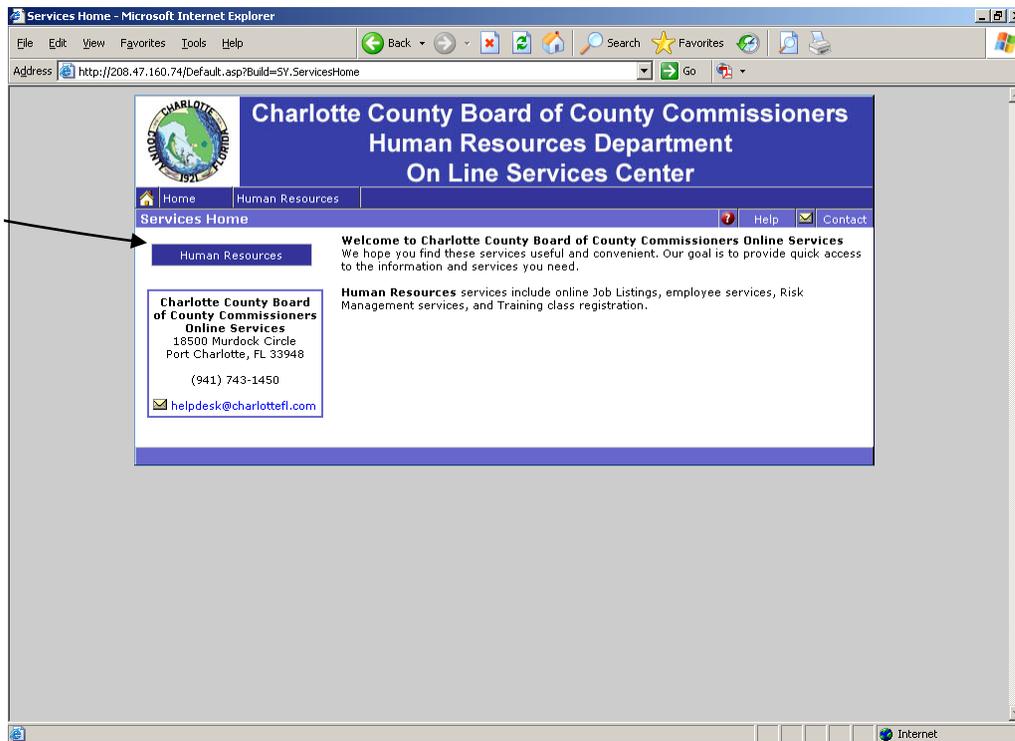
To begin the process, access the internet by clicking on the Internet Explorer icon.

Type the following in the address bar:

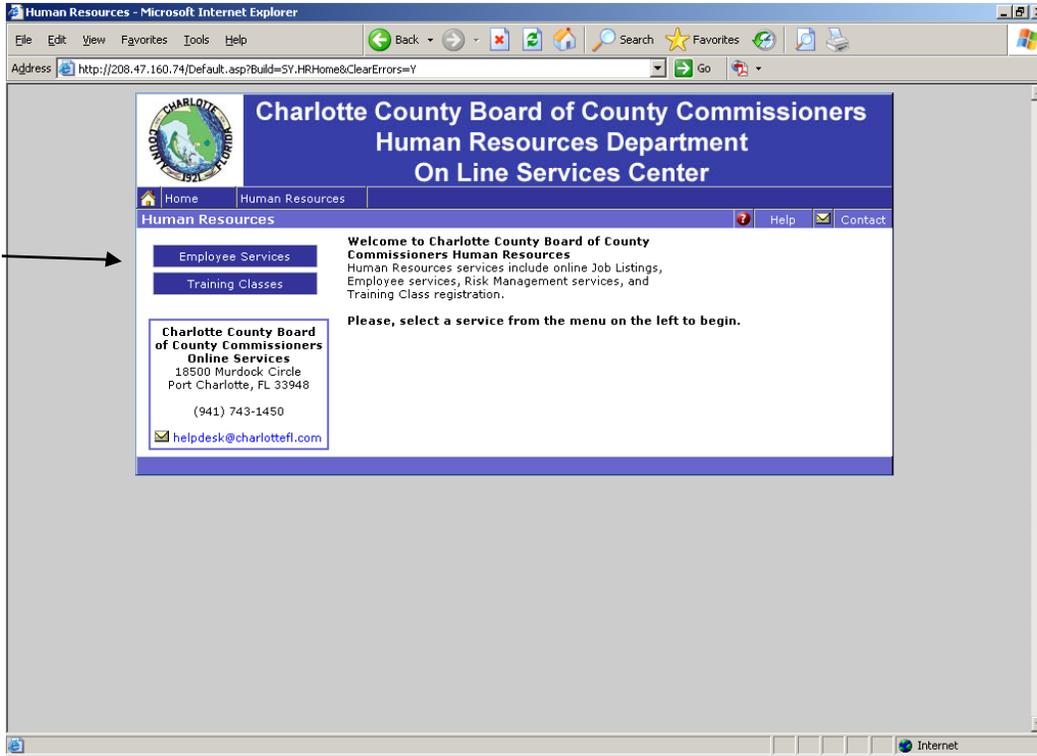
<https://bcchr.co.charlotte.fl.us>

****Before you begin the registration process make sure you have your last paycheck available as you will need to enter your employee number.**

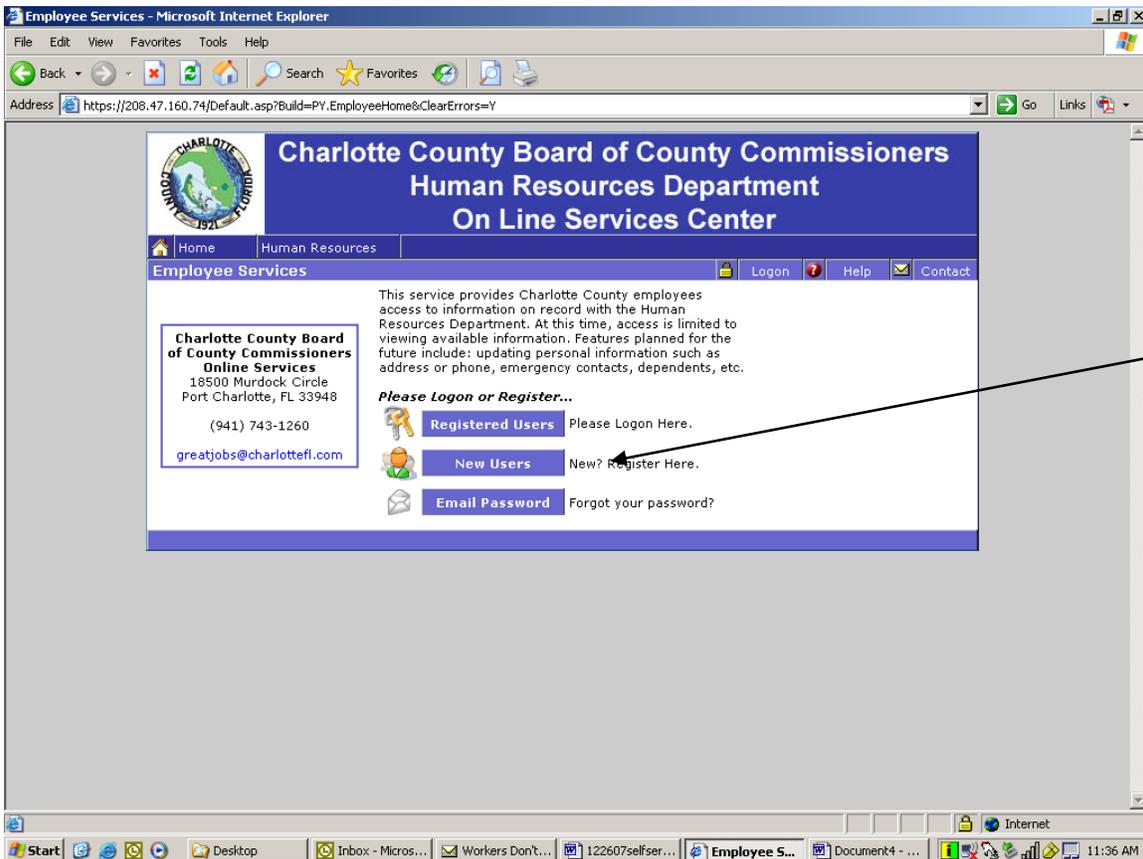
Click on
Human
Resources



Click on Employee Services



Click on New Users



Welcome - Microsoft Internet Explorer

Address: http://208.47.160.74/Default.asp?Build=SY.wbWebUserHeader.Register1&RegApp=TR&RegContext=none

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

Welcome

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

Name
 First Name Last Name*

Note: If you are registering as an individual, enter your first and last name. If you are registering as a business, enter the the business name as last name and leave first name blank.

Address Line 1*

Address Line 2/Suite

City/State/Zip Code*

Phone Number* (example: 209 555 1212)

Email Address*

Select a Username*

Select a Password*

Repeat Password*

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.

If you do not have a personal e-mail address, contact the Helpdesk at (941) 743-1450 to request a County e-mail address.

Begin the registration process by entering your personal information.

Remember to enter your name EXACTLY as it appears on your paycheck.

If you do not have an email address you can open a free account online through Yahoo, Hotmail or Google.

Welcome - Microsoft Internet Explorer

Address: http://208.47.160.74/Default.asp?Build=SY.wbWebUserHeader.Register1&RegApp=TR&RegContext=none

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

Home Human Resources

Welcome Help Contact

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

Name
 First Name JOHN Last Name* DOE

Note: If you are registering as an individual, enter your first and last name. If you are registering as a business, enter the the business name as last name and leave first name blank.

Address Line 1* 18500 MURDOCK CIRCLE

Address Line 2/Suite MODULE E3

City/State/Zip Code* PORT CHARLOTTE FL 33948

Phone Number* 941-743-0000 (example: 209 555 1212)

Email Address* john.doe@charlottefl.com

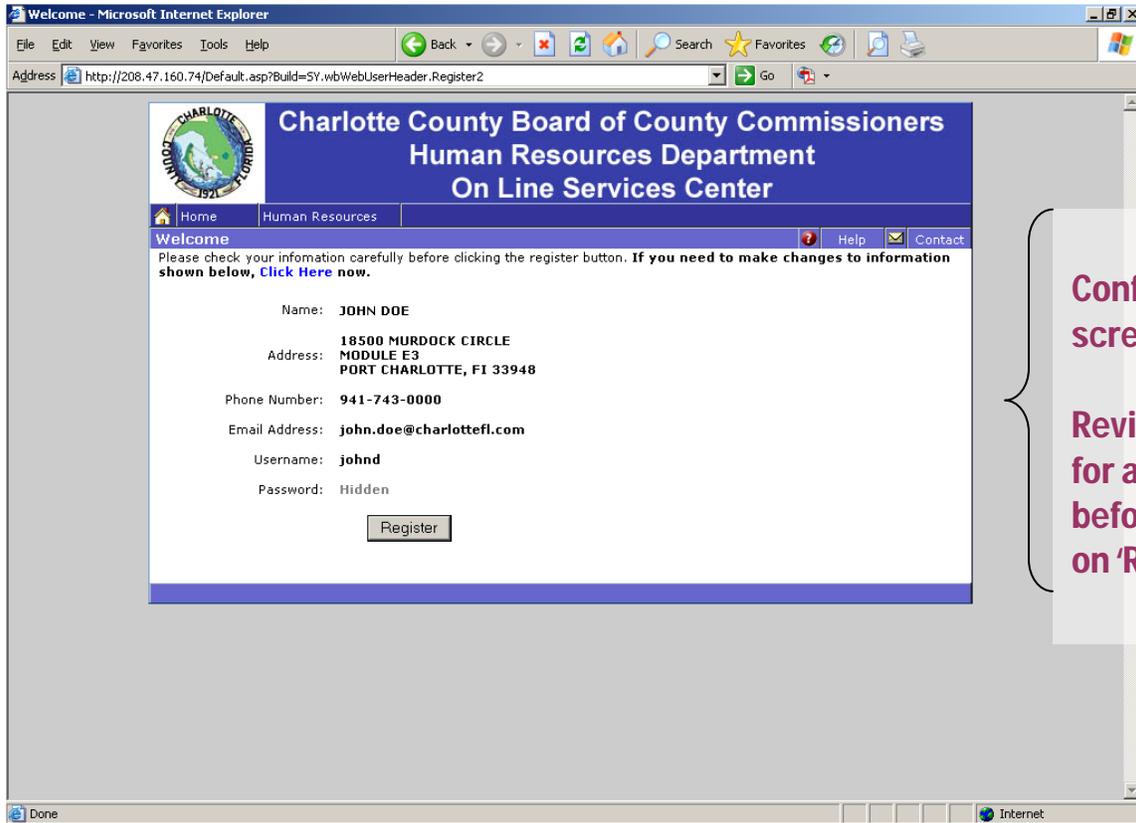
Select a Username* johnd

Select a Password* ●●●●●●

Repeat Password* ●●●●●●

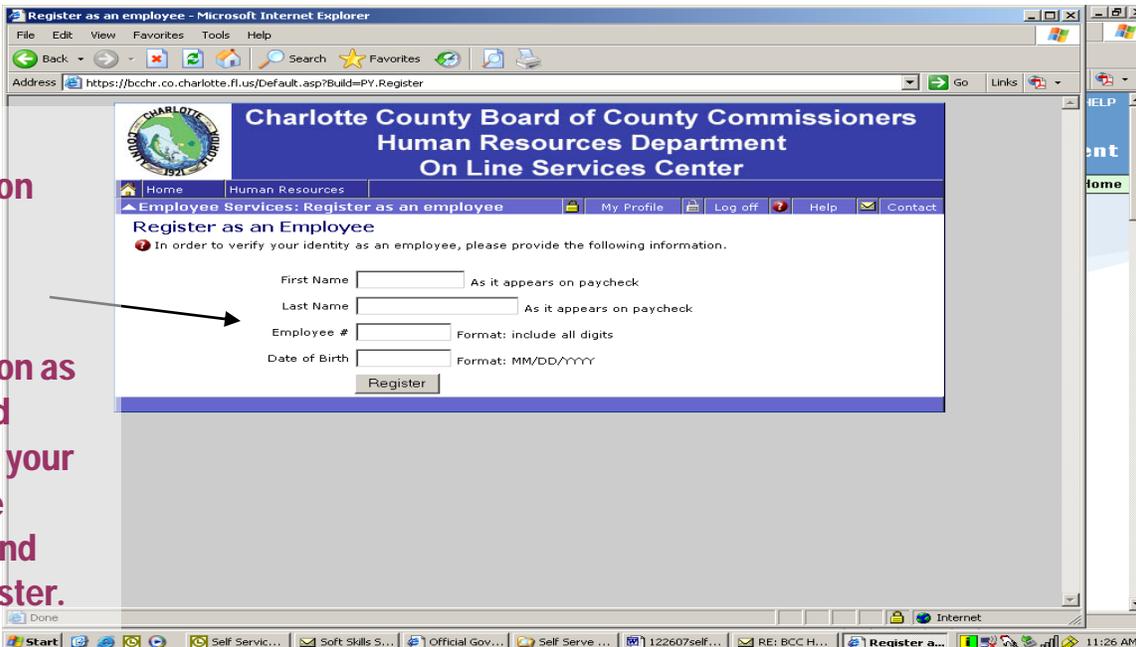
Note: Usernames must be unique in our system. You will receive an error message if the username you have entered already exists in our database. Please select a password that is 6 to 20 characters, not a common word or a number. Your password must contain at least one alphabetical character and one numeric character.

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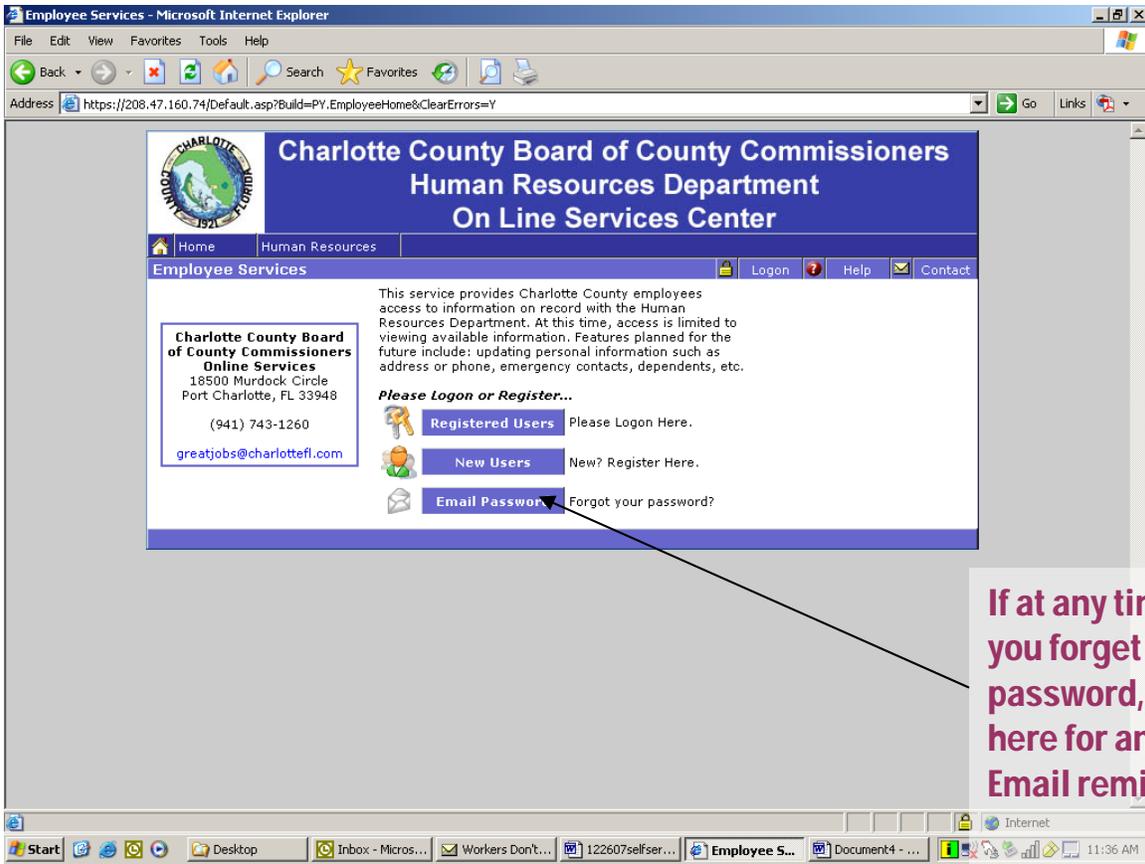
Confirmation screen

Review entries for accuracy before you click on 'Register'.



Verification screen

Enter information as requested including your employee number and click register.



If at any time you forget your password, click here for an Email reminder

Employee Services - Microsoft Internet Explorer

Address: http://208.47.160.74/Default.asp?Build=PY.EmployeeHome&ClearErrors=Y



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

Home Human Resources

Employee Services My Profile Log off Help Contact

Charlotte County Board of County Commissioners Online Services
18500 Murdock Circle
Port Charlotte, FL 33948
(941) 743-1260
greatjobs@charlottefl.com

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. Features planned for the future include: updating personal information such as address or phone, emergency contacts, dependents, etc.

Employee Name: **STEIN, PAMELA**

Actions...

Employee Self Service

http://208.47.160.74/Default.asp?Build=PY.EmployeeHome&ClearErrors=Y#

Click on Employee Self Service

Job Info screen

Job Info - Microsoft Internet Explorer

Address: http://208.47.160.74/Default.asp?Build=PY.pyEmployee.Main



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

Home Human Resources

Employee Services: Job Info My Profile Log off Help Contact

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

Name: **DUMMIE, MARY**

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

Work Email:

Emp. No.: **105825**

Position Status: **Cobra**

Work Phone:

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	Appointment Date	5/2/2007
Cycle	BI-WEEKLY	FTE	100%
Shift	BENEFITS ONLY SHIFT	Grade	bft
Inc. Sched.	STANDARD INCREASE SCHEDULE	Step	01
Cafe. Pln.	<input type="text"/>	Last Increase	<input type="text"/>
		Type	Hourly
		Salary	0.00
		Hourly	12.55

Done

Personal Info screen

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: []

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**

No information found for: Emergency Contacts

No information found for: Dependents

Click on the drop down arrow for a list of viewable options.

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

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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: []

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

- Job Info
- Personal Info**
- Paychecks
- Tax Info
- Direct Deposit
- Benefit and Deduction Usage
- Leave Usage
- Assets
- Evaluations
- Job History
- Qualifications

Address: **E, FL 33952**

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

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

Sex: **White** Marital Status: **Married**

No information found for: Emergency Contacts

No information found for: Dependents

Job History - Microsoft Internet Explorer

Address: http://208.47.160.74/Default.asp?Mode=OpenByKey&Key=ESYEMPLR.EMP_ID%3D6292&Build=PY.pyEmployee.Job

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

Done Internet

Make sure you
Log Off when
 finished.