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.

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.

7. HUMAN RESOURCES HOME PAGE
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.

10. To look at your paystub, left mouse click on EARNINGS STATEMENTS under the Payroll section.
11. Two columns of numbers are displayed: check numbers in the left column and pay dates in the right column. Left mouse click on the underlined check number corresponding to the check stub you wish to view.

A16205 8/15/2003
A16045 8/1/2003
A15883 7/18/2003
A15725 7/2/2003
A15565 8/20/2003
A15400 8/6/2003

12. The specific pay stub (earnings statement) will be displayed for you. Click on the Printable Copy button at the bottom left of the pay stub to print a copy. Most employees only print copies when necessary since you can always return to this site to see your paystubs over time.

The amount direct deposited to your bank account shows in the bottom right corner of the paystub!