

Accessing and Utilizing the Employee Benefits Portal

Instructional Presentation



To Get to the Portal

1. Open your web browser:

[Google Chrome, Internet Explorer, Foxfire, Safari, etc.]

2. Type in the following web address:

<https://benefits.habersham.k12.ga.us>

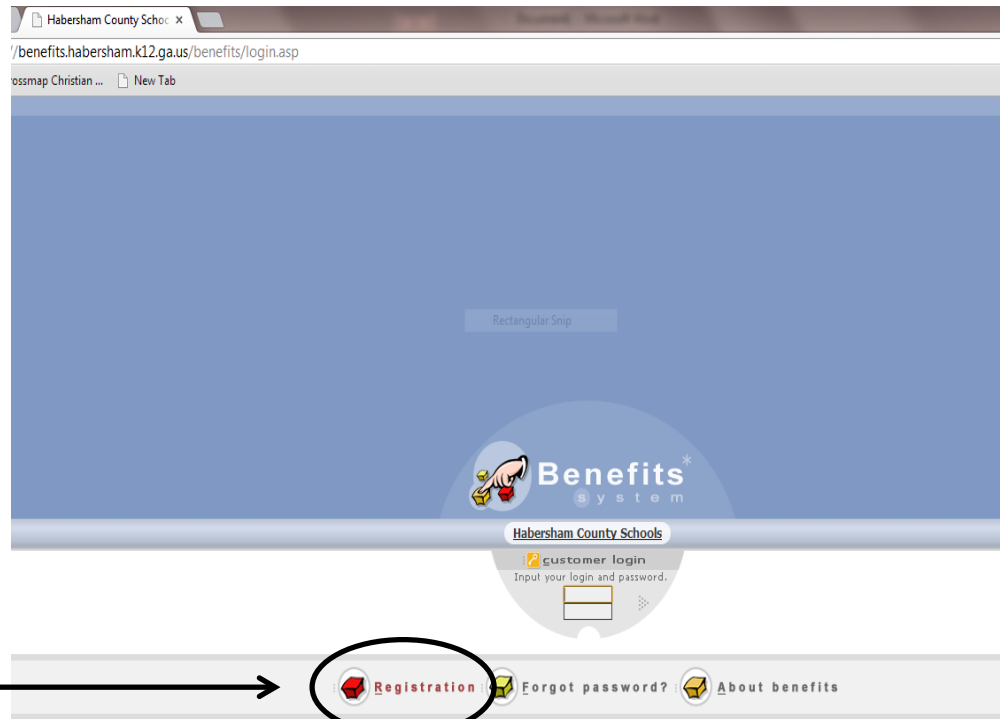
***** OR *****

1. Go to the Habersham County Schools Home Page

2. Click on the “Employee Portal” link (near bottom in left column)

To Access the Portal the FIRST Time

- Click on the **Registration** button.



To Access the Portal the FIRST Time

- Enter your Employee ID Number (can be found on your last direct deposit; do not use any leading zeros)
- Enter the last four digits of your Social Security Number
- Create a login for yourself
- Create a password
- Re-enter your password to confirm
- Remember your password
- Click **SUBMIT**

Registration

To register you must specify Employee ID Number (obtained from your local authority) and your Social Security Number. If this information is correct then your personal account would be created with login and password specified.

Employee ID:	<input type="text"/>
Social Security Number (last 4 numbers):	<input type="text"/>
Login:	<input type="text"/>
Password:	<input type="text"/>
Confirm Password:	<input type="text"/>

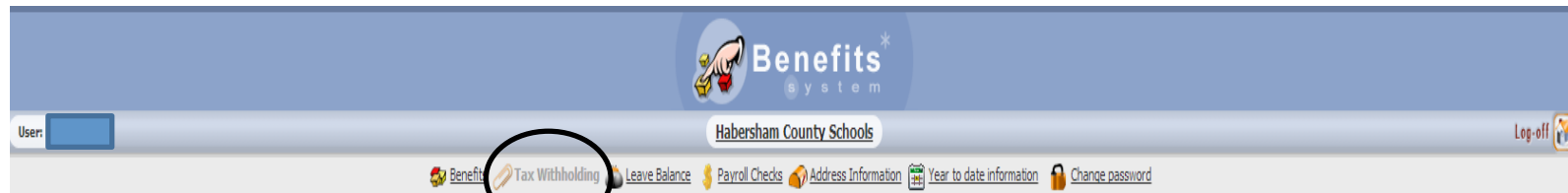
[Back to main page](#)

- There are multiple menus available for you to choose.
- The initial menu is the **BENEFITS** menu.
- This screen shows all benefits, the monthly deduction amount, and if it is a pre-tax deduction (Cafeteria Plan).

	Benefit Code	Benefit Description	Amount	Cafeteria Plan?
<input type="checkbox"/>	45	ENHANCED VISION EMPLOYEE +1	\$ 12.44	yes
<input type="checkbox"/>	71	FLEXIBLE SPENDING/DEPENDENT CARE	\$ 345.00	yes
<input type="checkbox"/>	712	MET LIFE	\$ 13.10	

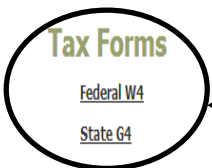
Cafeteria Plan? yes = pre-tax deductions

The **TAX WITHHOLDING** menu shows your current federal and state filing status.



Tax Withholding

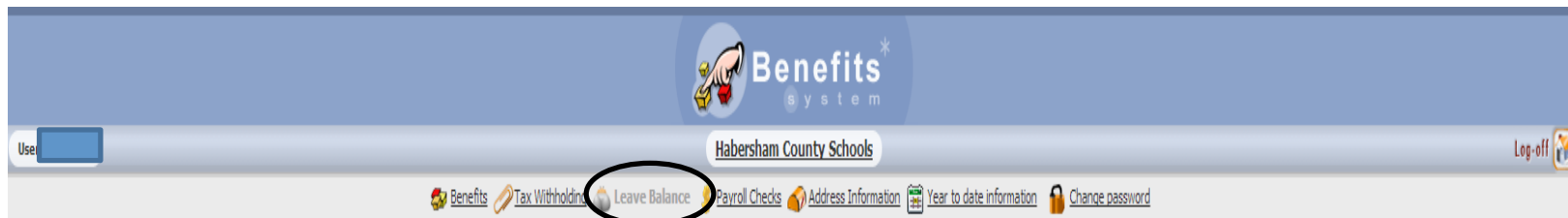
State Status:	MARRIED FILING JOINT BOTH SPOUSES WORKING
State Exempt:	03
Extra State Tax 1:	
Extra State Tax 2:	
Federal Status:	MARRIED
Federal Exempt:	00
Extra Federal Tax 1:	
Extra Federal Tax 2:	



To change your withholding status, click on the link to open the respective form; fill out the form completely and send via email to benefits@habershamschools.com

The LEAVE BALANCE menu shows

- Current sick leave balance
 - Days in excess of 100 are kept separate for TRS purposes
- Personal time used
- Current annual leave balance



Leave Balance

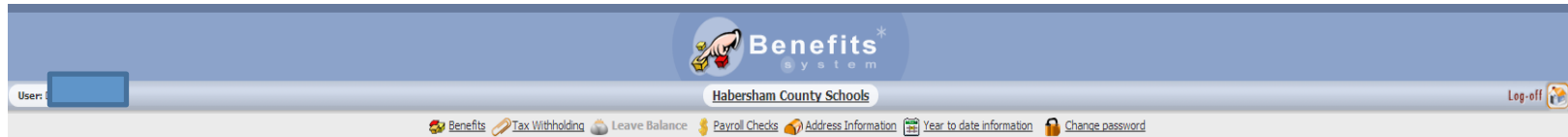
Sick Balance:	12.75
Personal Time Used:	0.75
Annual Balance:	0

View leave transactions:

- [Grouped by Category](#)
- [Ordered by date](#)

→ To view your individual leave transaction detail by category or by date, please click on these links.

Individual leave transactions are shown for the entire time you have been employed with Habersham County Schools in most cases.



Leave Balance

Sick Balance:	12.75
Personal Time Used:	0.75
Annual Balance:	0

View leave transactions:

- [Grouped by Category](#)
- [Ordered by date](#)

Date:	Description:	Value:
03.12.12	SICK LEAVE	1
03.13.12	SICK LEAVE	1
04.12.12	PERSONAL LEAVE	1
04.13.12	PERSONAL LEAVE	1
05.11.12	ANNUAL LEAVE	1
05.25.12	ANNUAL LEAVE	1
05.29.12	PERSONAL LEAVE	1
06.28.12	PERSONAL LEAVE	0.75
08.01.12	ANNUAL LEAVE	1
08.02.12	ANNUAL LEAVE	1
08.03.12	ANNUAL LEAVE	1
09.10.12	PERSONAL LEAVE	0.25
11.12.12	SICK LEAVE	1
12.14.12	ANNUAL LEAVE	1

The **PAYROLL CHECKS** menu allows you to see your last 15 months of payroll checks.

Payroll Checks

Check #609305, issued 01.31.13 [Print check](#)

Check stub						
Gross Pay	Federal Tax	State Tax	FICA Tax	Medicare Tax	Earned Income Credit	Net Pay

Deductions		Reductions	
Deduction Description	Amount	Reduction Description	Amount
TEACHERS RETIREMENT		ENHANCED VISION EMPLOYEE +1	12.44
MET LIFE		FLEXIBLE SPENDING/DEP CARE	345.00

Check #608333, issued 12.21.12 [Print check](#)

Check stub						
Gross Pay	Federal Tax	State Tax	FICA Tax	Medicare Tax	Earned Income Credit	Net Pay

Deductions		Reductions	
Deduction Description	Amount	Reduction Description	Amount
TEACHERS RETIREMENT		ENHANCED VISION EMPLOYEE +1	12.44
MET LIFE		FLEXIBLE SPENDING/DEP CARE	345.00

You may print a copy of any of these 15 payroll checks by clicking on the **“Print Check”** icon.

Benefits system
Habersham County Schools

Benefits Tax Withholding Leave Balance **Payroll Checks** Address Information Year to date information Change password

Payroll Checks

Check #609305, issued 0 [redacted]

Check stub						
Gross Pay	Federal Tax	State Tax	FICA Tax	Medicare Tax	Earned Income Credit	Net Pay
[redacted]	[redacted]	31 [redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Deductions		Reductions	
Deduction Description	Amount	Reduction Description	Amount
TEACHERS RETIREMENT	130.35	ENHANCED VISION EMPLOYEE +1	12.44
MET LIFE	13.10	FLEXIBLE SPENDING/DEP CARE	345.00

Print check

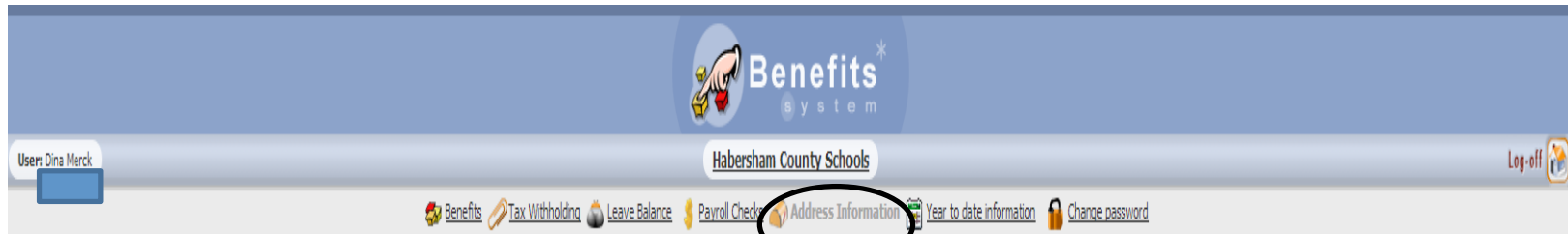
Check #608333, issued 1 [redacted]

Check stub						
Gross Pay	Federal Tax	State Tax	FICA Tax	Medicare Tax	Earned Income Credit	Net Pay
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Deductions		Reductions	
Deduction Description	Amount	Reduction Description	Amount
TEACHERS RETIREMENT	130.35	ENHANCED VISION EMPLOYEE +1	12.44
MET LIFE	13.10	FLEXIBLE SPENDING/DEP CARE	345.00

Print check

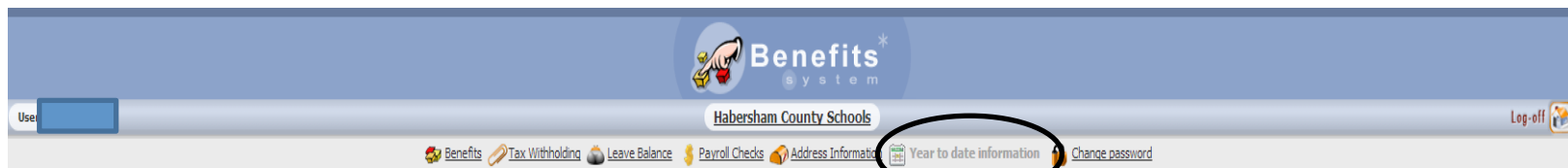
The **ADDRESS INFORMATION** menu allows you to see the address on file in your personnel record. Please verify your information. Address changes need to be emailed to benefits@habershamschools.com.



Address Information

Address Line 1:	[Redacted]
Address Line 2:	
City:	[Redacted]
State:	[Redacted]
Zip:	[Redacted]
Home Phone Number:	[Redacted]
Emergency Contact Phone Number:	0000000000
Emergency Contact Name:	
E-mail Address:	

The **YEAR TO DATE INFORMATION** menu allows you to see your earnings for this calendar year (January 1, 20xx – today) as well as your earnings for the previous year.



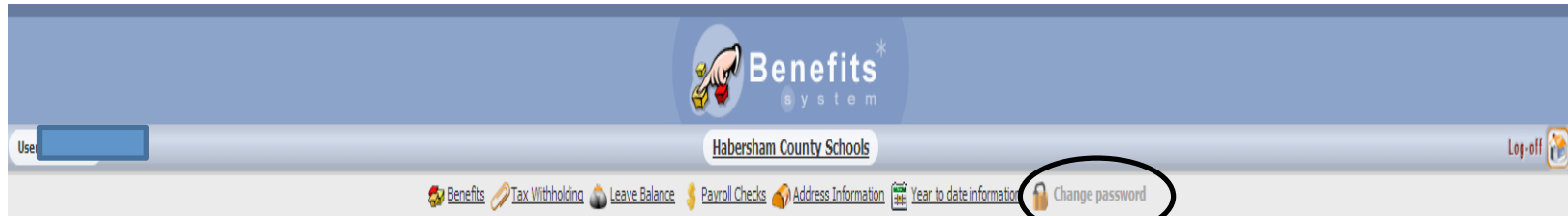
Year to date information

Employee Number: [Redacted]
 Employee Name: [Redacted]

Description	Amount
***** CALENDAR YEAR 2013 INFORMATION *****	
**** FOR CHECKS DATED FROM 01/31/2013 TO 01/31/2013 ****	
GROSS PAY	[Redacted]
FEDERAL TAX	[Redacted]
FICA TAX	[Redacted]
MEDICARE TAX	[Redacted]
STATE TAX	[Redacted]
NET PAY	[Redacted]
EARNED INCOME CREDIT	[Redacted]
REDUCTION 45/PLAN YEAR 13 ENHANCED VISION EMPLOYEE +1	[Redacted]
REDUCTION 71/PLAN YEAR 13 FLEXIBLE SPENDING/DEP CARE	[Redacted]
DEDUCTION 05 TEACHERS RETIREMENT	[Redacted]
DEDUCTION 49 MET LIFE	[Redacted]
***** CALENDAR YEAR 2012 INFORMATION *****	
**** FOR CHECKS DATED FROM 02/29/2012 TO 12/21/2012 ****	

The **CHANGE PASSWORD** menu allows you to modify your password.

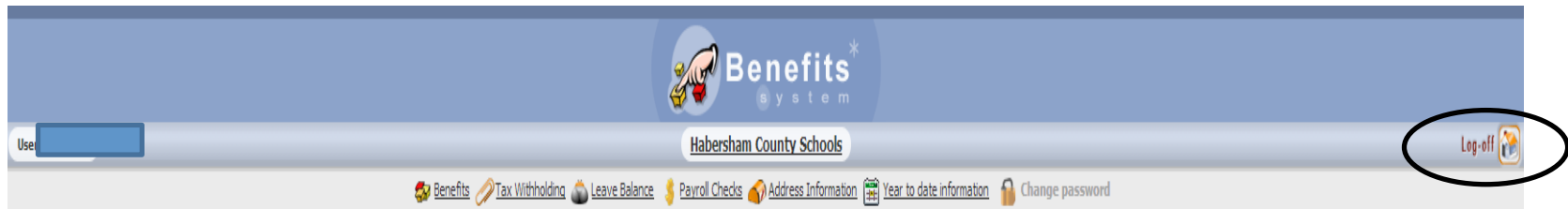
- Enter your current password
- Enter your new password
- Re-enter your new password
- Click on the **CHANGE** icon to save this change



Change password

Current password	<input type="password"/>
New password	<input type="password"/>
Confirm new password	<input type="password"/>
<input type="button" value="Change"/>	

- To log off the system, click on the **LOG OFF** icon.
- Always log off the system before closing the portal.
- Never leave your Employee Benefits Portal open on your screen unattended. This is your personal info.



Change password

Current password	<input type="password"/>
New password	<input type="password"/>
Confirm new password	<input type="password"/>
<input type="button" value="Change"/>	

Please contact
benefits@habershamschools.com
for questions about this new service.

THANK YOU!

