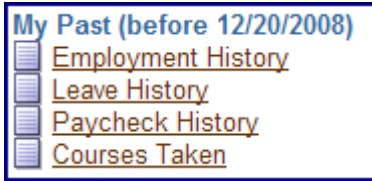




## Link to the Past

Historical information from The PIKE has been captured and brought forward into the STEP System. While you'll be seeing changes made after December 2008 in the new system, you won't lose your past information.



## UPK

Online tutorials are available to assist you in learning the system. Check the many lessons that have been developed by clicking on the UPK link at [myhenrico.org](http://myhenrico.org)



## Things to Come...

Not all of the features of Employee Direct Access have been included in this brochure. Features such as performance appraisal, professional qualifications, documents of record, registration for training, training records, total compensation, benefit changes, and open enrollment, will be rolled out after December 2008.



## Need Help?

- Need to reset your password? Just click on the "Forgot your password?" that is on the login screen. You'll receive an email verifying that you requested it be reset. Follow the instructions in the email and you're in the system in no time.
- Check out the UPK tutorials—they're available 24/7. Click on the UPK link at [myhenrico.org](http://myhenrico.org)
- Many of your questions can be answered by your STEP Agent or the trainers in your department.
- You may also email the STEP Project at [step@co.henrico.va.us](mailto:step@co.henrico.va.us)
- Or, you can call the STEP Help Desk at 501-STEP (7837)



## Henrico County General Government

# Employee

# Direct

# Access

## Quick Reference Guide

November 2008

# Welcome

After December, the PIKE will be going away and STEP/HRMS Employee Direct Access (EDA) is your online access to your personal information. Direct access allows you to manage your personal information without the need for emails, paper forms, or phone calls—on your schedule.

## Accessing EDA

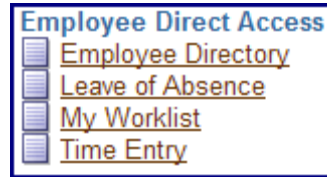
To access EDA, you can login to the STEP system from any internet connection—either at work or at home—click on the LOGIN link at [myhenrico.org](http://myhenrico.org)

All employees will automatically be given access to EDA—no paperwork is required to get you started. You will be given your user ID (the prefix for your County email) and a password to use when you first log in. You will be required to change the password the first time you login to the system. Make sure you keep your password secure—do not share with anyone.

## The Basics

This section provides online access to the Employee Directory, electronic leave request form and your electronic timecard.

You'll also be able to monitor the status of requests you have submitted or are waiting approval through the My Worklist.

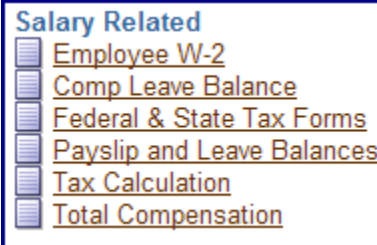


## Pay Information

You're able to review your Payslip and Leave Balances and make changes to the number of exemptions you claim for federal and state taxes.

Not sure how tax or benefit changes may impact your net pay? The tax calculation program makes that easy.

Do you earn comp leave? If so, you can monitor when you might lose comp leave from the Comp Leave Balance link.



## Personal Information

You can review and/or make changes to your Personal Information through EDA. Track your Employment Information, history, and other data related to your employment with the County. You are now able to initiate a verification of employment as well.



## Benefit Information



My Benefits shows you the benefits you have selected, the cost paid by you and by the County.

