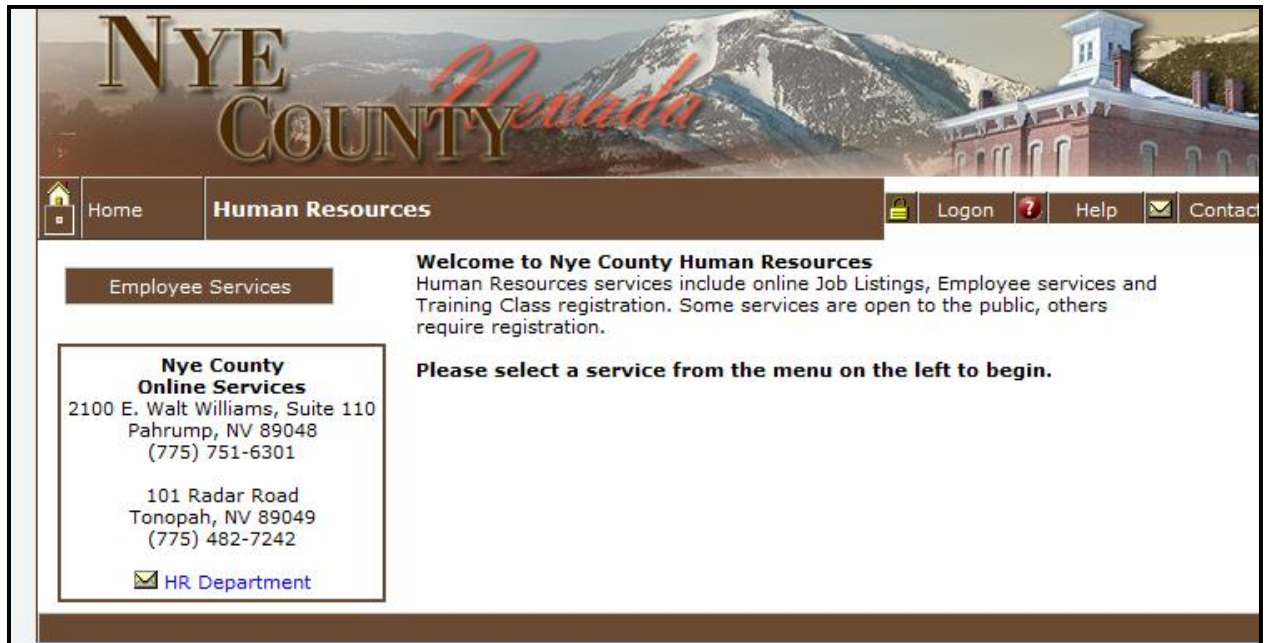
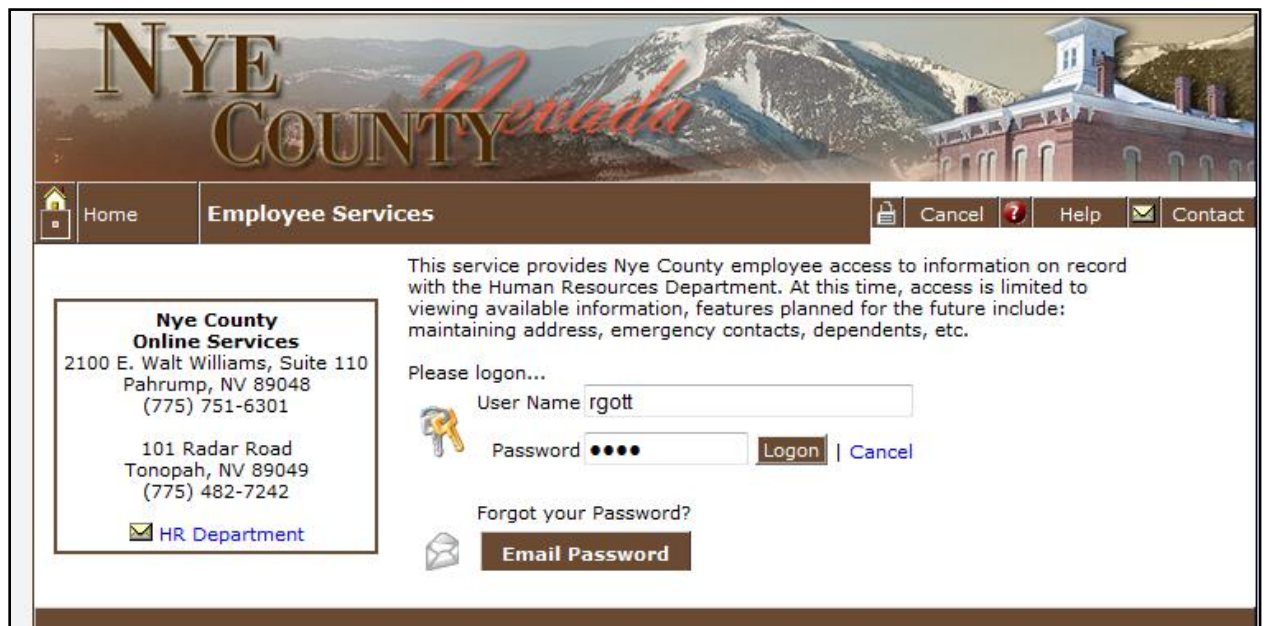



[MyEden Instructions](#)

Link : <https://myeden.co.nye.nv.us>



Click Employee Services, then Registered Users and sign in. Your log in is the same as your windows login (first initial, middle initial, last name) Password is the last four digits of your SSN.







Home Employee Services My Profile Log Off Help Contact

This service provides Nye County employee 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: maintaining address, emergency contacts, dependents, etc.

Employee Name: **GOTT, RYANNE**


Actions...

 [Employee Timesheet](#)

 [Employee Self Service](#)

Nye County Online Services
 2100 E. Walt Williams, Suite 110
 Pahrump, NV 89048
 (775) 751-6301

101 Radar Road
 Tonopah, NV 89049
 (775) 482-7242

 [HR Department](#)

Once you log on this screen will appear. To change your password select: "my profile".
FYI you are not required to change your password.

The follow screen will appear allowing you to select a new password.

Home eUser Profile My Profile Log Off Help Contact

Name **GOTT, RYANNE** Username **rgott**
 Email **rgott@co.nye.nv.us** Phone [REDACTED]

eUser Profile Application Registrations Online Transactions

Name*

Address Line 1*

Address Line 2/Suite

City/State/Zip Code*

Phone Number* ex. (123)123-1234,
 (123)123-1234 1234, (123)1231234, (123) 123-1234

Email Address*

Select a **Username***

Select a **Password***

Repeat **Password***

Areas in MyEden

Currently you have the option of inputting your time through the Employee Timesheet portal or viewing a variety of personal information through the Employee Self Service portal.

To input time you'll need to select "Employee Timesheet" to access the remainder of the available information select "Employee Self Service".

NYE COUNTY Nevada

Home Employee Services My Profile Log Off Help Contact

This service provides Nye County employee 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: maintaining address, emergency contacts, dependents, etc.

Employee Name: **GOTT, RYANNE**

Actions...

- [Employee Timesheet](#)
- [Employee Self Service](#)

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[HR Department](#)

When you select Employee Self Service the following screen appears.

Home Job Info My Profile Log Off Help Contact

Home Dept. **03 00 515-HR**

Name **GOTT, RYANNE M** Emp. No. **000936**

Title/Pos# **PERSONNEL TECHNICIAN (08018-001)** Position Status **Active**

Work Email **rgott@co.nye.nv.us** Work Phone

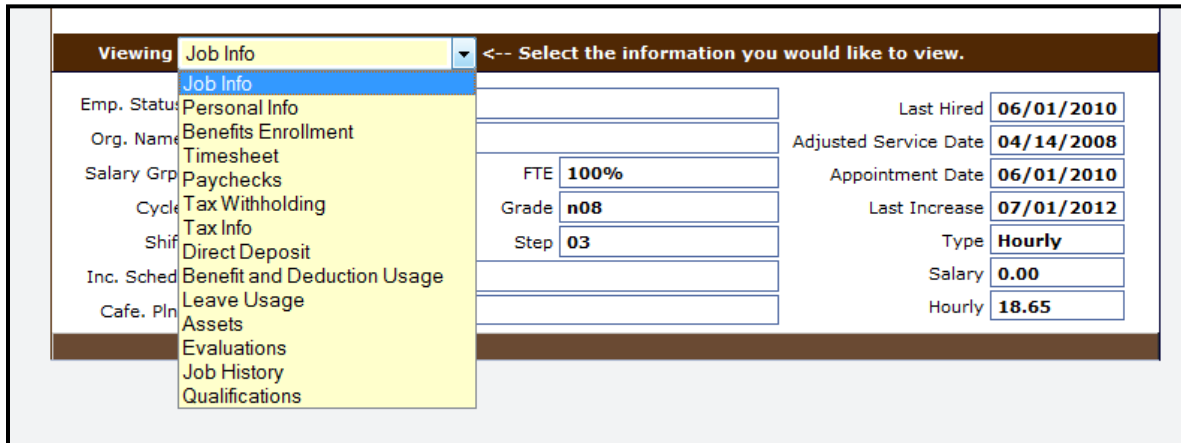
[Edit](#)

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

Emp. Status	FULL TIME	Last Hired	06/01/2010
Org. Name	NYE COUNTY, NEVADA	Adjusted Service Date	04/14/2008
Salary Grp.	NON-REPRESENTED	Appointment Date	06/01/2010
Cycle	BI-WEEKLY	Last Increase	07/01/2012
Shift	40 HOURS PER WEEK	Type	Hourly
Inc. Sched.	Full Time	Salary	0.00
Cafe. Pln.		Hourly	18.65

There are multiple different screens you can view by clicking the drop down arrow next to "Job Info".

The following is the list of available information, several areas allow for the option to view previous year's information.



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

- Job Info
- Personal Info
- Benefits Enrollment
- Timesheet
- Paychecks
- Tax Withholding
- Tax Info
- Direct Deposit
- Benefit and Deduction Usage
- Leave Usage
- Assets
- Evaluations
- Job History
- Qualifications

Emp. Status: Last Hired: **06/01/2010**

Org. Name: Adjusted Service Date: **04/14/2008**

Salary Grp: FTE: **100%** Appointment Date: **06/01/2010**

Cycle: Tax Withholding Grade: **n08** Last Increase: **07/01/2012**

Shift: Tax Info Step: **03** Type: **Hourly**

Inc. Sched: Direct Deposit Salary: **0.00**

Cafe. Plan: Benefit and Deduction Usage Hourly: **18.65**

Leave Usage


Assets

Evaluations

Job History

Qualifications

By selecting "**Personal Info**" you can change your Emergency Contact.



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

Address: **2598 E. FOUNTAIN AVE PAHRUMP, NV 89048**

Home Email: Home Phone:

SSN: ***-**-**** DOB: Hire Date: **04/14/2008**

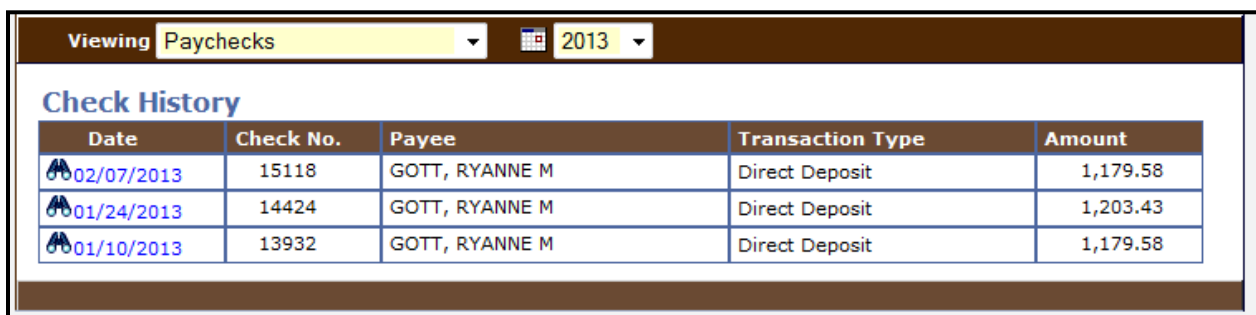
Sex: **Female** Ethnicity: **White** Marital Status: **Married**

Emergency Contacts [Add/Edit](#)

Contact Name	First Phone	Work Phone	Home Phone	Mobile Phone	Pager
BEAU GOTT					

No information found for: Dependents

"**Paychecks**", it will show you checks for 2013. If you click the drop down by 2013 you can view previous years.



Viewing **Paychecks** 2013

Check History

Date	Check No.	Payee	Transaction Type	Amount
02/07/2013	15118	GOTT, RYANNE M	Direct Deposit	1,179.58
01/24/2013	14424	GOTT, RYANNE M	Direct Deposit	1,203.43
01/10/2013	13932	GOTT, RYANNE M	Direct Deposit	1,179.58

"Tax Info" will show your W-2 for 2013, it updates as you are paid. The values are current based on actual pay to date.

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

Important: 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.

W2 Information for 2013

a. Employee's social security number ***-**-****	1. Wages, tips, other comp. 4,135.00	2. Federal Income tax withheld 306.11
b. Employer's ID Number 88-6000111	3. Soc. Sec. Wages 0.00	4. Soc. Sec. tax withheld 0.00
	5. Medicare wages & tips 4,210.00	6. Medicare tax withheld 61.04
c. Employer's Name, address, and ZIP code NYE COUNTY, NEVADA, PO BOX 3999, TONOPAH, NV 89049		
d. Control Number <Not Available>		
e. Employee's Name, address, and ZIP code RYANNE M GOTT, 2598 E. FOUNTAIN AVE, PAHRUMP, NV 89048		
7. Social security tips 0.00	8. Allocated tips	9. Advance EIC payment 0.00
10. Dependent care benefits 0.00	11. Nonqualified plans 0.00	12a. Code See instructions for box 12 75.00
13. Statutory employee	14. Other	12b. Code 877.60
Retirement plan Y		12c. Code 0.00
Third-party sick pay		12d. Code 0.00
15. State/Employer's tax ID /	16. State wages, tips etc. 0.00	17. State Income tax 0.00
18. Local wages, tips, etc. 0.00	19. Local income tax 0.00	20. Locality name

"Benefits and Deductions Usage" will show for Year to Date and Life to Date.

Viewing **Benefit and Deduction Usage** 2013

Note: The data shown below represents a "Year To Date" summary.

Please contact the Human Resource Department for questions concerning your benefit elections and/or premium deductions.

Benefits and Deductions Summary	Year to Date			Life to Date		
	Base Amount	Benefit	Deduction	Base Amount	Benefit	Deduction
FEDERAL WITHHOLDING-COUNTY	4,135.00	0.00	306.11	160,109.79	0.00	14,440.11
MEDICARE - COUNTY	4,210.00	61.04	61.04	160,509.79	2,327.26	2,327.26
ICMA-RC 457-COUNTY	0.00	0.00	75.00	0.00	0.00	400.00
PERS- COUNTY	4,252.20	1,009.89	0.00	160,132.02	35,565.75	0.00
DENTAL / VISION - COUNTY	0.00	80.08	0.00	51,955.22	2,126.65	0.00
NCEA DUES-COUNTY	0.00	0.00	0.00	14,751.96	0.00	177.40
FSA MED - COUNTY	0.00	0.00	62.49	17,024.00	0.00	825.87
LEGALSHIELD-COUNTY	0.00	31.90	0.00	0.00	223.30	0.00
LIFE 25K ONLY-COUNTY	0.00	0.00	0.00	24,884.26	210.00	0.00
LIFE REGULAR- COUNTY	0.00	23.00	0.00	27,070.96	510.00	0.00
PPO 1000 - COUNTY	0.00	0.00	0.00	51,955.22	19,153.67	0.00
HMO-COUNTY	0.00	877.60	0.00	0.00	3,510.40	0.00
NEW YORK LIFE-COUNTY	0.00	0.00	154.56	106,438.51	0.00	4,209.28
PURCHASING POWER-COUNTY	0.00	0.00	50.70	14,613.44	0.00	1,190.80
FSA MED FEE- COUNTY	0.00	0.00	8.25	0.00	0.00	68.25
WORKERS COMP - COUNTY	4,280.74	119.54	0.00	160,680.21	4,506.88	0.00

“Leave Usage” will show leave accrued / taken, year to date and your balance. If there was an adjustment for any reason it can be a little confusing to figure out. HR is here to answer those questions / concerns. You can also change the year on this tab to view 2012.

Viewing Leave Usage 2013			
Leave Usage			
Leave Type	Accrued	Taken	Balance
Annual Leave	15.00	9.00	97.63
Bereavement Sick Leave	0.00	0.00	0.00
Comp Time	0.00	0.00	0.00
Comp Time - Holiday	0.00	0.00	0.00
Donated Sick Leave	0.00	0.00	0.00
Furlough without PERS	0.00	-12.00	-32.00
History - FMLA	0.00	0.00	0.00
Out of Town Sick	0.00	0.00	0.00
Regular Sick Leave	0.00	10.00	-10.00
Sick Leave	15.00	10.00	142.00
Workers Comp Sick	0.00	0.00	0.00
Note: Balances reflect time reported as of the last completed pay period. The Taken & Balance amounts may not reflect the most updated amounts if adjustments were needed (e.g. more hours were entered to be taken from a leave account than were available to use). Please speak to your Payroll Contact regarding any discrepancy.			

“Assets” is where anything you have been issued is documented. For example, cell phone, credit card, iPad and id badge.

Viewing Assets <-- Select the information you would like to view.				
Please contact the Human Resource Department to update us on the status of any assets that may or may not be in your possession.				
Assets				
Asset No.	Asset Type	Date Out	Date In	Memo
000936	id badge	12/11/2012		

“Evaluations” will show past evaluations and the date HR received it, the top line shows when the next evaluation is due. If this is blank then HR has not received an evaluation since we moved to Eden.

Viewing Evaluations <-- Select the information you would like to view.				
Performance Reviews				
Rev.Date	Rev. Type	Rating	Memo	Next Rev.
	annual			06/01/2013
12/11/2012	annual			06/01/2012
09/16/2011	annual			06/01/2011

From the main Employee Services screen, select “*Employee Timesheet*” to enter your time.

NYE COUNTY Nevada

Home | **Employee Services** | My Profile | Log Off | Help | Contact

This service provides Nye County employee 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: maintaining address, emergency contacts, dependents, etc.

Employee Name: **GOTT, RYANNE**

Actions...

Employee Timesheet

Employee Self Service

Nye County Online Services
 2100 E. Walt Williams, Suite 110
 Pahrump, NV 89048
 (775) 751-6301
 101 Radar Road
 Tonopah, NV 89049
 (775) 482-7242
 HR Department

Enter hours other than regular by clicking the plus sign, for example sick, annual, or furlough.

Home | **Timesheet** | My Profile | Log Off | Help | Contact

Name: **GOTT, RYANNE M** Emp. No. **000936**
 Title/Pos#: **PERSONNEL TECHNICIAN (08018-001)** Position Status: **Active**

Viewing: **Timesheet** Pay Period: **12/24/2012 - 01/06/2013** Save your timesheet!

If you have any questions regarding your payroll records, please contact Human Resources.

There is unsaved data, you must save this timesheet before you can approve or return it.

Time Entry Due Date: **01/06/2013** Total Logged Hours: **16.00**

Timesheet Open

Date	Scheduled	Logged
12/24/12 - Monday	8	8.00
Hours / Hour Type 8 - ADMIN LEAVE WITH PAY Notes:		
12/25/12 - Tuesday	8	0.00
Hours / Hour Type x 8 Notes:		
12/26/12 - Wednesday	8	0.00
12/27/12 - Thursday	8	0.00
12/28/12 - Friday	8	0.00
12/29/12 - Saturday	0	0.00
12/30/12 - Sunday	0	0.00
12/31/12 - Monday	8	0.00
01/01/13 - Tuesday	8	0.00
01/02/13 - Wednesday	8	0.00
01/03/13 - Thursday	8	0.00
01/04/13 - Friday	8	0.00
01/05/13 - Saturday	0	0.00
01/06/13 - Sunday	0	0.00

Enter the correct amount of hours and the hour type code, by using the drop down arrow. **DO NOT CLICK SAVE CHANGES UNTIL ALL THE TIME FOR THE PAY PERIOD HAS BEEN ENTERED.** If you do click it before you are done, it will lock you out and your supervisor will have to finish entering your time.

To add an additional line just click the plus sign with the correct date, for example see below. I worked 6 hours of Regular and had 2 hours of Sick Leave Used.

If you have to make a correction / change after you have saved it, your supervisor has the ability to return it to you, after you make the change he / she will have to approve it again.

12/28/12 - Friday Scheduled: **8** - Logged: **6.00**

Hours / Hour Type
 × **6** reg - REGULAR HOURS +

Note:

Hours / Hour Type
 × **2** slu - SICK USED +

Note:

Project String Entry

Below is how to enter the project, if you are an employee that uses projects. If not please keep this blank.

02/20/13 - Wednesday Scheduled: **8** - Logged: **0.00**

Hours / Hour Type Type / Project
 × **8** reg - REGULAR HOURS +

Note:

You will have to search the project needed, by clicking the plus sign to the right.

02/20/13 - Scheduled Hours: **8** / Logged Hours: **0**

Hour Type Hours Type Project #
 reg - REGULAR HOURS

Seq. Shift
 A N/A

Task

Activity Note

Projects | Tasks

Project Title Phase Title Task Title Subtask Title
 Type Project Number
 E PT10*

Projects

Select	Number	Title
<input type="radio"/>	pt1001-0001	Ambulance (PVFRS Hours) Ambulance
<input type="radio"/>	pt1002-0001	Fire Department (PVFRS Hours) Fire Department (PVFRS Hours)
<input type="radio"/>	pt1003-0001	Non Fire Ambulance (Admin Hours) Non Fire Ambulance (Admin Hours)
<input type="radio"/>	pt1004-0001	Economic Development (Admin Hours) Economic Development (Admin Hours)
<input type="radio"/>	pt1005-0001	Fire Stn Repairs & Maint Fire Stn Repairs & Maint
<input type="radio"/>	pt1006-0001	Room Tax Refund Matters Room Tax Refund Matters
<input type="radio"/>	pt1007-0001	Other ED Projects (Admin Hours) Other ED Projects (Admin Hours)
<input type="radio"/>	pt1008-0001	Fairgrounds (Admin Hours) Fairgrounds (Admin Hours)
<input type="radio"/>	pt1010-0001	Tourism-Payroll (Admin Hours) Tourism-Payroll (Admin Hours)

Enter the partial project number with an asteric, then click "Search Projects" it will pull up all projects associated with "PT10" for example. You can also type in the full project number or string if you have it. Most times it is on your timesheet.

Select the project needed by clicking the circle next to it.

Projects		
Select	Number	Title
<input type="radio"/>	pt1001-0001	Ambulance (PVFRS Hours) Ambulance
<input type="radio"/>	pt1002-0001	Fire Department (PVFRS Hours) Fire Department (PVFRS Hours)
<input checked="" type="radio"/>	pt1003-0001	Non Fire Ambulance (Admin Hours) Non Fire Ambulance (Admin Hours)
<input type="radio"/>	pt1004-0001	Economic Development (Admin Hours) Economic Development (Admin Hours)
<input type="radio"/>	pt1005-0001	Fire Stn Repairs & Maint Fire Stn Repairs & Maint
<input type="radio"/>	pt1006-0001	Room Tax Refund Matters Room Tax Refund Matters

Then Click "Save and Close"

The screenshot shows the 'Time Entry Lookup' form. At the top, there's a navigation bar with 'My Profile', 'Log Off', 'Help', and 'Contact'. Below it, the date '02/20/13' is displayed, along with 'Scheduled Hours: 8 / Logged Hours: 0'. The form has fields for 'Hour Type' (set to 'reg - REGULAR HOURS'), 'Hours' (empty), 'Type' (set to 'E'), and 'Project #' (set to 'pt1003-0001'). A 'Save and Close' button is located on the right side of the form.

It will populate the project you selected. Each project you select will save in your timesheet for future use. It will be in the drop down, so you won't have to search the project every time.

The screenshot shows the timesheet entry for '02/20/13 - Wednesday'. The 'Hours / Hour Type' field shows '8 reg - REGULAR HOURS'. The 'Type / Project' dropdown is set to 'E pt1003-0001'. A dropdown menu is open, showing 'pt1003-0001' and 'w13001-0001-0171'. The 'Scheduled: 8 - Logged: 0.00' is displayed at the top right.

Payroll Task Entry

Employees that enter tasks for certain hours worked and projects that require tasks, please see below.


Click the plus sign to the right of the date you need to enter a task on your web timesheet.

The screenshot shows the timesheet entry for '02/19/13 - Tuesday'. The 'Hours / Hour Type' field shows '0 reg - REGULAR HOURS'. The 'Type / Project' dropdown is empty. The 'Scheduled: 8 - Logged: 0.00' is displayed at the top right.

The screenshot shows the 'Time Entry Lookup' form. At the top, there's a navigation bar with 'My Profile', 'Log Off', 'Help', and 'Contact'. Below it, the date '02/19/13 - Tuesday' is displayed, along with 'Scheduled Hours: 8 / Logged Hours: 0'. The form has fields for 'Hour Type' (set to 'reg - REGULAR HOURS'), 'Hours' (set to '0'), 'Type' (empty), and 'Project #' (empty). A 'Save and Close' button is located on the right side of the form. Below the 'Hours' field, there's a 'Task' dropdown menu that is open, showing a list of tasks: 'cleanup (SPECIAL ACTIVITY CLEAN UP)', 'contract (CONTRACTUAL HOUR ADJUSTMENT)', 'maint (GERNERAL MAINTENANCE)', and 'setup (SPECIAL ACTIVITY SET UP)'. Below the task list, there are fields for 'Task Title' and 'Subtask Title'.

Select the task by clicking the drop down arrow, once you have selected the appropriate task click Save and Close.

Once you have finished filling out your timesheet click “Save Changes”

 **Timesheet is not closed. You must close this timesheet before approval actions can be taken.**


Time Entry Due Date: **01/06/2013** Total Logged Hours: **76.00**

Timesheet Open ▼ Save Changes  [Generate Entries](#)

Once you have saved the changes then you will use the drop down arrow next to Timesheet Open and select Close Timesheet. Doing this will send it to the next approver, most likely your supervisor.

Current Status

Level	Current Approver	Submitter	Prev. Approver
1	SHAMRELL, DANELLE	EXTENSIONS, WEB	

 This timesheet has already entered the approval process and can no longer be modified.

Time Entry Due Date: **01/06/2013** Total Logged Hours: **76.00**

This timesheet has already entered the approval process and can no longer be modified.

You can no longer make any changes, if you have changes to make you will need to contact the “current Approver” and have then “Return” the timesheet.

If you need any assistance or have any questions please contact HR at 775-751-6301.