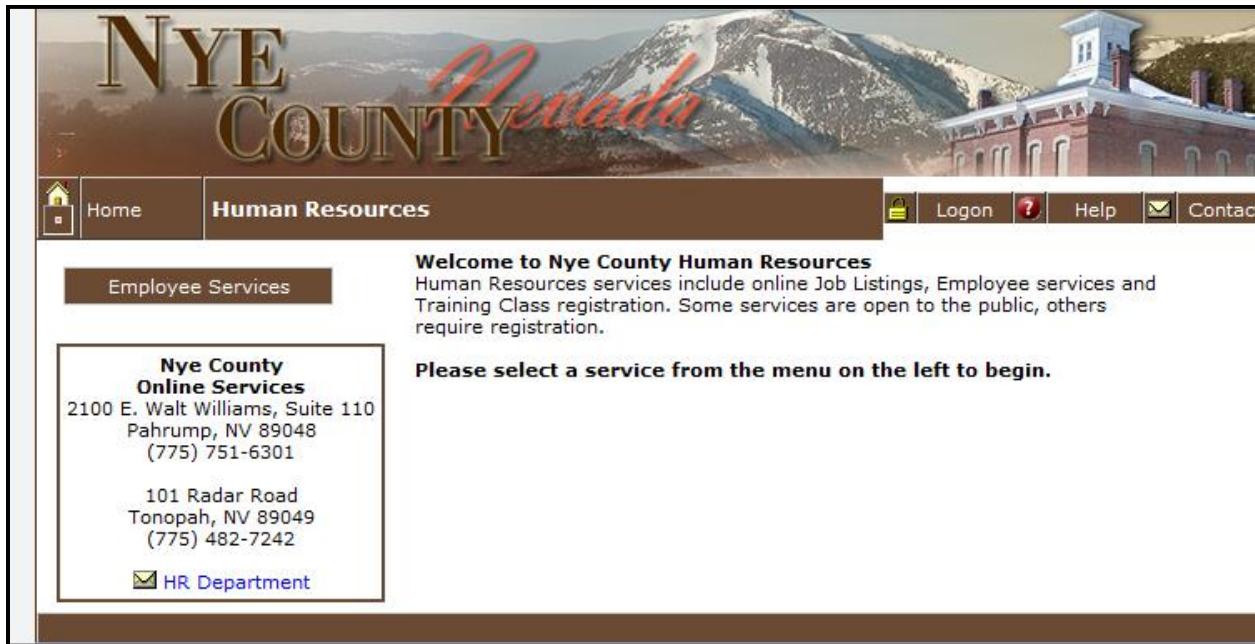


MyEden Instructions

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



Welcome to Nye County Human Resources
Human Resources services include online Job Listings, Employee services and Training Class registration. Some services are open to the public, others require registration.

Please select a service from the menu on the left to begin.

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](#)

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.



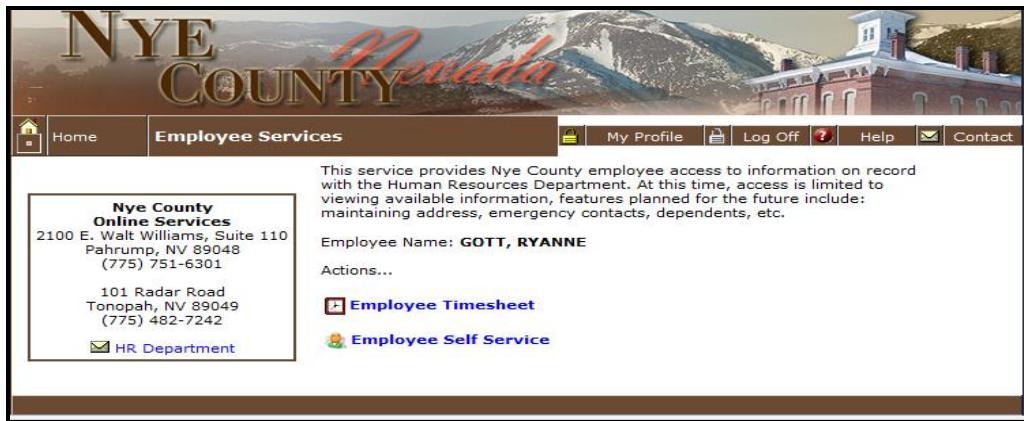
This service provides Nye County employee access to information on record with the Human Resources Department. At this time, access is limited to viewing available information, features planned for the future include: maintaining address, emergency contacts, dependents, etc.

Please logon...

User Name

>Password

[Forgot your Password?](#) [Email Password](#)



Once you log on this screen will appear. To change your password select: "my profile".

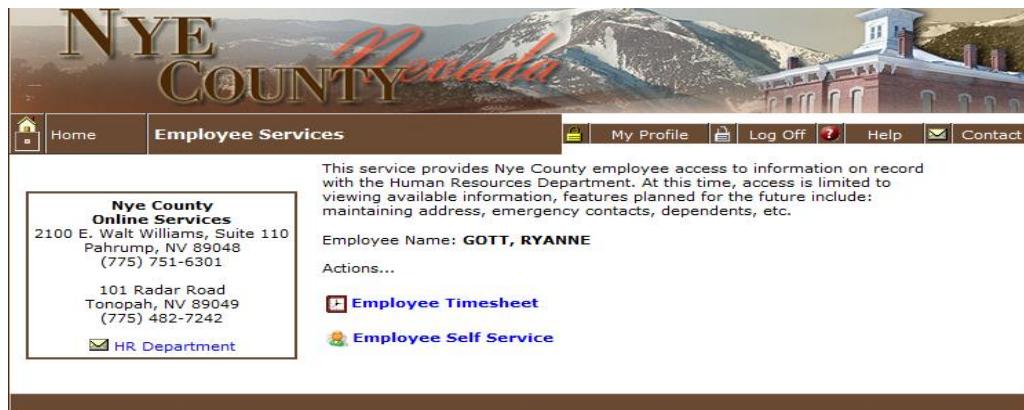
FYI you are not required to change your password.

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

Areas in MyEden

Currently you have the option of imputing 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".



When you select Employee Self Service the following screen appears.

Home Dept.	03 00 515-HR	Emp. No.	000936
Name	GOTT, RYANNE M	Position Status	Active
Title/Pos#	PERSONNEL TECHNICIAN (08018-001)	Work Phone	
Work Email	rgott@co.nye.nv.us		
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.

Emp. Status	Personal Info	Last Hired	06/01/2010
Org. Name	Benefits Enrollment	Adjusted Service Date	04/14/2008
Salary Grp	Timesheet	Appointment Date	06/01/2010
Cycle	Paychecks	Last Increase	07/01/2012
Shift	Tax Withholding	Type	Hourly
Inc. Sched	Tax Info	Salary	0.00
Cafe. Pln	Direct Deposit	Hourly	18.65
	Benefit and Deduction Usage		
	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	****-**- XXXXXXXXXX	DOB	XXXXXXXXXX
Sex	Female	Ethnicity	White
		Hire Date	04/14/2008
		Marital Status	Married

Emergency Contacts [Add/Edit](#)

Contact Name	First Phone	Work Phone	Home Phone	Mobile Phone	Pager
BEAU GOT	XXXXXXXXXX			(XXXXXXXXXX)	

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 <-- Select the information you would like to view. 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 ***-**- XXXXXXXXXX	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		
	Title	Base Amount	Benefit	Deduction	Base Amount	Benefit
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		

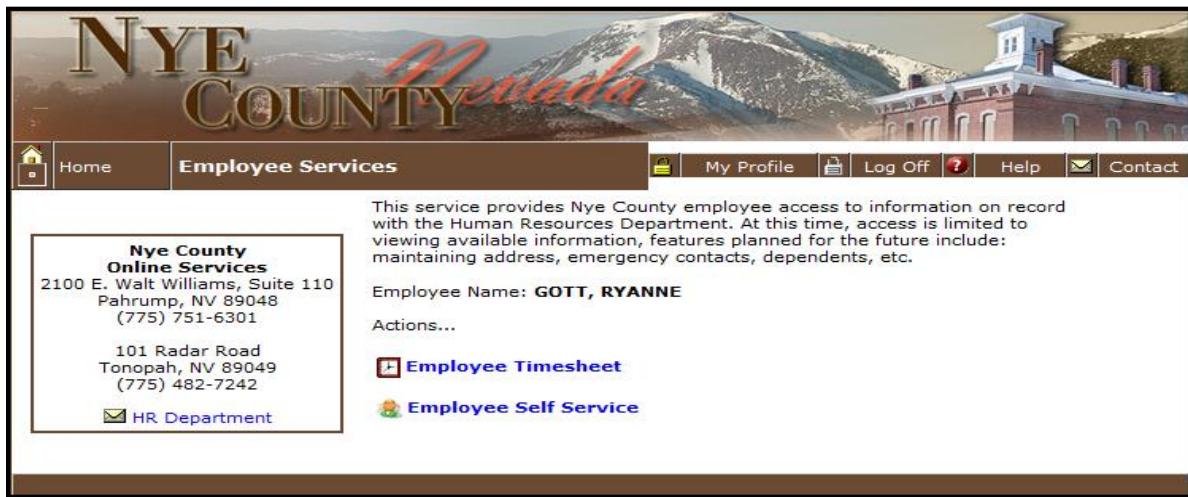
“Evaluations” will show past evaluations and the date HR received it, the top line shows when the next evaluation is due. If this is blank then HR has not received an evaluation since we moved to Eden.

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.



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

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

reg - REGULAR HOURS

Note:

Type / Project

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

Save and Close

Hour Type: reg - REGULAR HOURS

Hours

Type: Project #

Seq. Shift: A N/A

Task

Activity Note

Projects | Tasks

Project Title: Phase Title: Task Title: Subtask Title:

Type Project Number: E PT10*

Search Projects

Projects

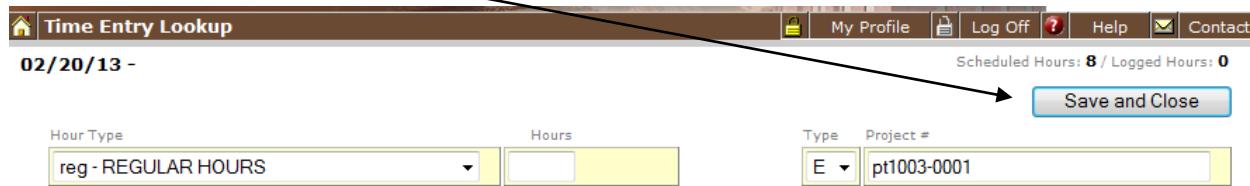
Select	Number	Title
<input type="radio"/>	pt1001-0001	Ambulance (PVFRS Hours) Ambulance
<input type="radio"/>	pt1002-0001	Fire Department (PVFRS Hours) Fire Department (PVFRS Hours)
<input type="radio"/>	pt1003-0001	Non Fire Ambulance (Admin Hours) Non Fire Ambulance (Admin Hours)
<input type="radio"/>	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 asterisk, 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"



Time Entry Lookup

02/20/13 -

Scheduled Hours: 8 / Logged Hours: 0

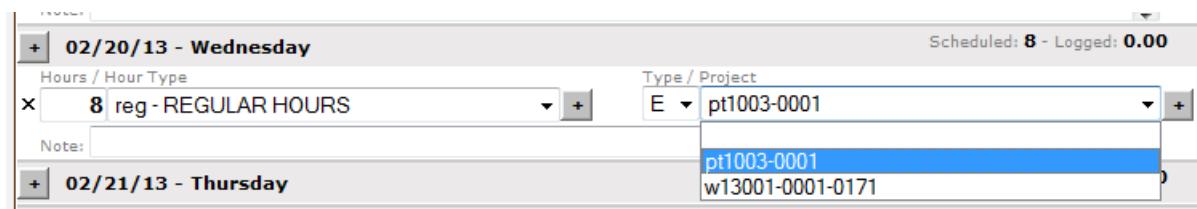
Hour Type: reg - REGULAR HOURS

Type: E

Project #: pt1003-0001

Save and Close

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.



02/20/13 - Wednesday

Scheduled: 8 - Logged: 0.00

Hours / Hour Type: 8 reg - REGULAR HOURS

Type / Project: pt1003-0001

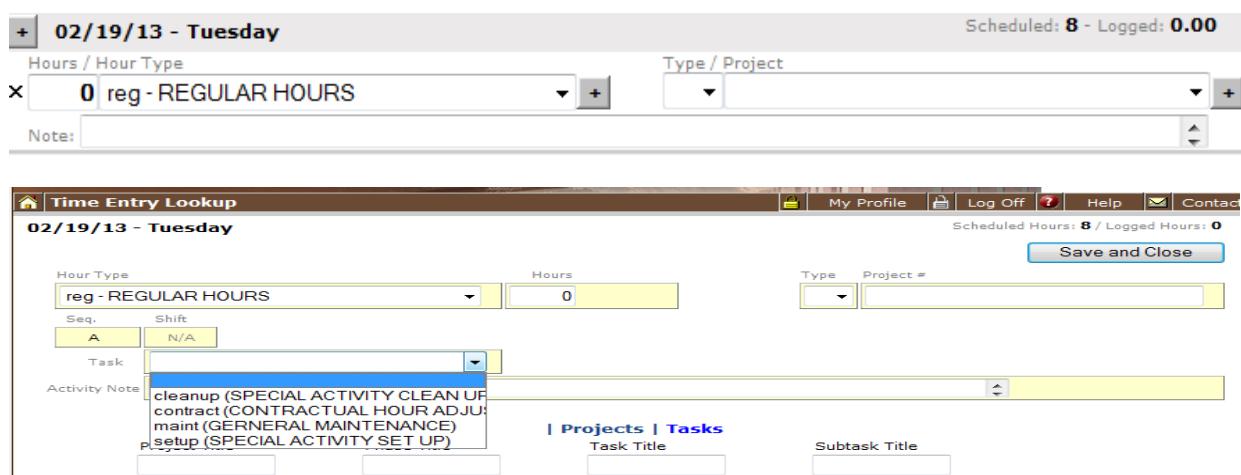
Note: pt1003-0001

02/21/13 - Thursday

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.



02/19/13 - Tuesday

Scheduled: 8 - Logged: 0.00

Hours / Hour Type: 0 reg - REGULAR HOURS

Type / Project: (dropdown menu)

Note: (dropdown menu)

Time Entry Lookup

02/19/13 - Tuesday

Scheduled Hours: 8 / Logged Hours: 0

Save and Close

Hour Type: reg - REGULAR HOURS

Hours: 0

Type: (dropdown menu)

Project #: (dropdown menu)

Seq.: A

Shift: N/A

Task: (dropdown menu)

Activity Note: cleanup (SPECIAL ACTIVITY CLEAN UP contract (CONTRACTUAL HOUR ADJU: main (GERNERAL MAINTENANCE) p:setup (SPECIAL ACTIVITY SET UP))

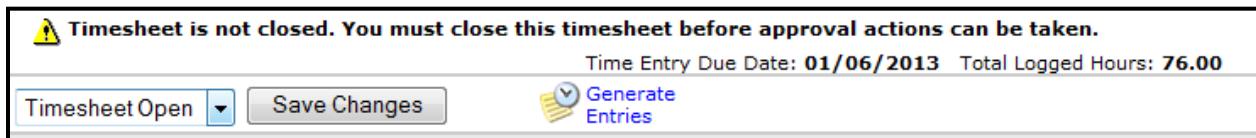
Projects | Tasks

Task Title: (dropdown menu)

Subtask Title: (dropdown menu)

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”

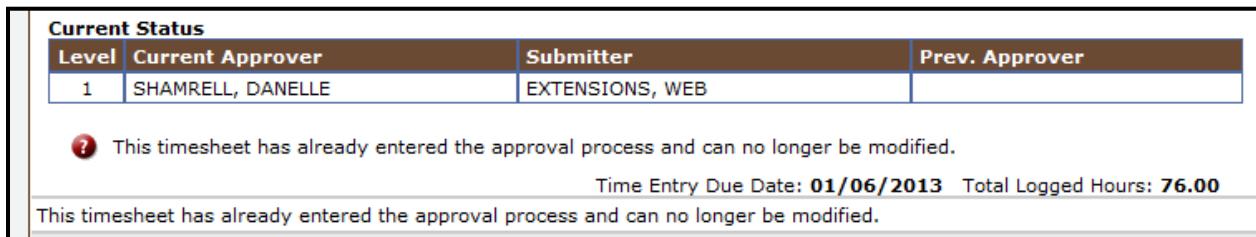


⚠️ Timesheet is not closed. You must close this timesheet before approval actions can be taken.

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 them “Return” the timesheet.

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