

**MyHRGuy** is an easy-to-use tool that provides you access to all your HR needs in one convenient online dashboard.

Anywhere! Anytime!

To access the self-service application, you can either type or cut and paste the link below into your web browser: <https://myhrguy.belletire.com> When the User Name / Password window opens you can save it as a "Favorite" in your browser. If you have problems doing this please see your Manager for assistance.

**User name:** First initial of your first name, your full last name, and then the month and day of your birthday. [Example: Julie Tran with a May 15<sup>th</sup> birthday = JTran0515]

**Login "Default" Password:** [Your date of birth: – April 9, 1972 would be 04091972]

After you log into self-service, you will see the Belle Tire MyHRGuy homepage. Click on the **Myself** link in the navigation bar on the top of the screen to navigate any changes to your personal information including, but not limited to:

- Name, Address, Telephone Number, Contacts, Direct Deposit

The screenshot shows the MyHRGuy dashboard navigation menu. At the top, there are four tabs: MENU, a heart icon, MYSELF (highlighted with a red box), MY TEAM, and ADMINISTRATION. Below the tabs, there are four main sections: Personal, Career & Education, Pay, and Time & Attendance. The Personal section is expanded, showing a list of options: Employee Summary, Name, Address, and Telephone, Status/Key Dates, Contacts, Property, Private Info, Identification Documents, and Other Personal Info. The Career & Education section includes Goals, Goal Planning, Competencies, Licenses, and Relocation Preferences. The Pay section includes Current Pay Statement, Pay History, YTD Summary, Direct Deposit, Income Tax, W-2, and Model My Pay. The Time & Attendance section is currently empty. The Benefits section includes Current Benefits, Beneficiaries/Dependents, Investments, PTO Plans, PTO Requests, COBRA, Health Care Eligibility, 1095-C, and Links. The Open Enrollment section is currently empty. The Life Events section includes Life Events. The Documents section includes Employee Documents. On the left side of the dashboard, there is a vertical navigation bar with a home icon and an inbox icon.

MENU	MYSELF	MY TEAM	ADMINISTRATION
Home	<b>Personal</b> Employee Summary Name, Address, and Telephone Status/Key Dates Contacts Property Private Info Identification Documents Other Personal Info	<b>Career &amp; Education</b> Goals Goal Planning Competencies Licenses Relocation Preferences	<b>Benefits</b> Current Benefits Beneficiaries/Dependents Investments PTO Plans PTO Requests COBRA Health Care Eligibility 1095-C Links
Inbox	<b>My Company</b> Company Info Electronic Forms	<b>Pay</b> Current Pay Statement Pay History YTD Summary Direct Deposit Income Tax W-2 Model My Pay	<b>Open Enrollment</b>
	<b>Jobs</b> Job Summary Compensation Job History Reviews Other Company Info	<b>Time &amp; Attendance</b>	<b>Life Events</b> Life Events
			<b>Documents</b> Employee Documents