



Human Resources Communication Portal

As of September 1, 2015 Expresso Building Services has an Employee website!! Our goal is to make employee information and company communication readily available and more accessible to all employees. The website allows everyone to review their benefits, print documents, access paycheck information and much more... !! The website has been formatted so it can be accessible by computer, smart phone, and/or tablet. The website address is <http://hr.expressoclean.com>. We invite you to take a moment to access it at your earliest convenience.

- **COMMUNICATIONS**

Under the COMMUNICATIONS tab employees can view any announcements released by Expresso Building Services, monthly Safety Committee Minutes, Wellness and EAP tips.

- **HR DOCUMENTS**

The HR DOCUMENTS tab allows everyone to print documents from the convenience of their home, public library, or EBS office. EBS will also have a computer available at the main office for employees who would like to come in and print here. Company policies and key documents are also posted in HR DOCUMENTS.

- **PAYROLL**

Under the PAYROLL tab employees will be able to view and print the Payroll Calendar and access a link to “View my paycheck” which allows each employee to review their personal payroll information.

Additionally, as of September 18, 2015 Expresso Building Services will no longer be printing or mailing pay stubs to employees. Employees will have to view and print paystubs electronically via the HR Portal and Payroll tab link to “View My Paycheck”. Once on the site Employees will need to create an account and password in order to login. Please follow the steps outlined below to create an account.

1. Go to <http://hr.expressoclean.com>
2. Click PAYROLL tab
3. Click VIEW MY PAYCHECK (this will direct you to another site)
4. Next click SIGN UP, located in the top right corner
5. Here you will be prompted to enter an email address, password, and a security question. Complete this section, then click CREATE ACCOUNT
6. Next, you will be asked to enter your Social Security Number and the EXACT net earnings of your last paycheck. This is to verify you are the correct person. **(Please note, this information is all private and confidential. No one can access your payroll information without your email and password.)**
7. Once you have completed these steps, you can view your paystubs and payroll information. Click log out after each session, found in the upper right corner of the screen.

- **BENEFITELECT**

The BENEFITELECT tab allows you to view your current benefit elections, by clicking this tab. You will be directed to the Benefitelect site. Here you will also be prompted to create an account. Please follow the next steps to create an account. (Please note, you cannot make any changes to your benefits.)

1. Go to <http://hr.expressoclean.com>



2. Click BENEFITELECT (this will direct you to another site)
 3. Click Register, located in the top right corner
 4. Create an username
Enter First Name, Last Name, Email, Birthdate (mm/dd/yyyy), Social Security, Password (must contain 8 characters and a number)
 5. Click Register
 6. You will be sent an email with a confirmation link to your email.
Access your email and click link, you will be directed to Benefitelect
 7. Click enrollment
 8. Click Confirmation Statement (located on the left side of screen) to view your current benefit elections.
 9. Click Log out after each session (upper right corner)
- **TOOLS**
The TOOLS tabs will give you access to other tools Espresso Building Services uses. This includes Tallie Expense Reporting, E-Cloud, Webmail, and the direct link to BPA- Business Psychology Associates- EAP Benefit website.
 - **CONTACT US**
This tab is for contacting Human Resources with any questions/concerns regarding the HR Communication website. If you need additional help and guidance on using the new HR Communication Portal, please contact your Supervisor or HR and we will set up a time a one-on-one or group session to walk employees through the website.