



Employee Portal

In the Employee Portal, you will have access to your general payroll information, payroll checks, direct deposit info, accruals, and your payroll items.

HR Payroll: 657-8314 & 657-8268

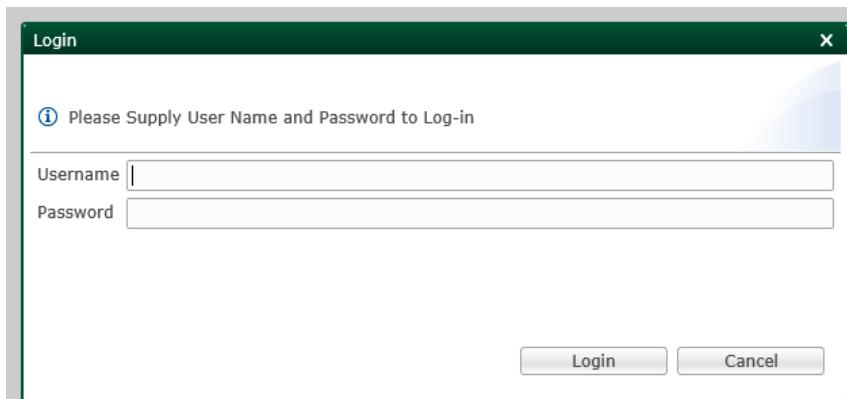
Accessing the Employee Portal

Link: <https://employee.billingsmt.gov/osgi/innoprise>

NOTE: DO NOT USE MOZILLA FIREFOX AS YOUR BROWSER

A login screen appears. If this is the first time accessing the Employee Portal, your login information is defaulted to:

- Username: last name and first initial (not case sensitive)
 - ◊ Example: smithj
- Password: last name (lower case) and the last four (4) digits of your Social Security number. If lower case does not work, try upper case for your last name.
 - ◊ Example: smith1234 or SMITH1234



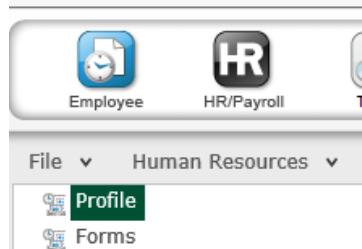
Smithj
smith1234 or SMITH1234

PLEASE NOTE: You may be asked to enter your Social Security Number the first time you access the portal.

Include dashes:
XXX-XX-XXXX

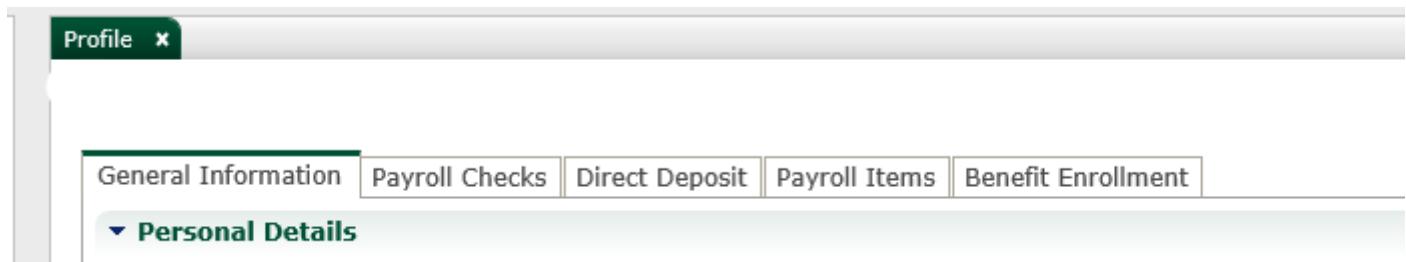
Profile Tab

Select Profile to access your demographic information as well as your pay check information.



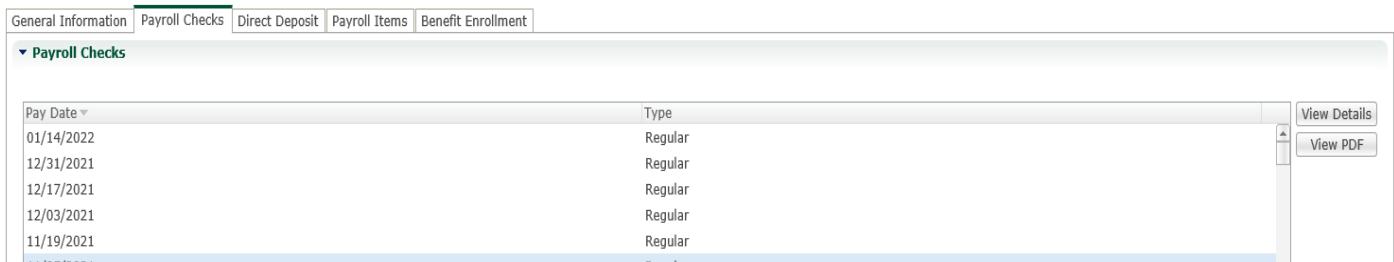
In the right panel, you will see 4 or 5 tabs.

General Information Tab— contains your demographic information.



The screenshot shows a 'Profile' tab selected in the top navigation bar. Below it is a horizontal menu with tabs: General Information, Payroll Checks, Direct Deposit, Payroll Items, and Benefit Enrollment. The 'General Information' tab is highlighted. Underneath this menu, a section titled 'Personal Details' is expanded, indicated by a downward arrow icon.

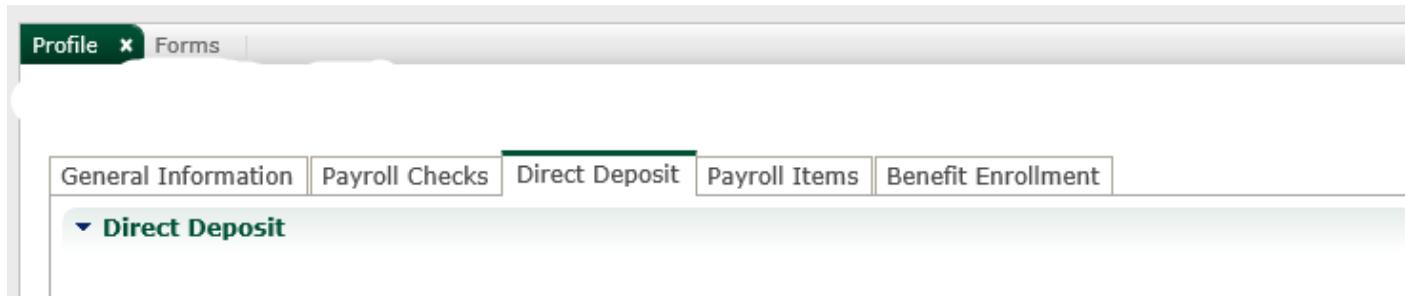
Payroll Checks tab—Click on the Pay Date of the check that you are interested in viewing, then click on View Details or View PDF. The View Details lists the details of your check, but cannot be printed. The VIEW PDF reproduces your actual pay stub for that pay period and can be printed.



The screenshot shows the 'Payroll Checks' tab selected in the top navigation bar. Below it is a horizontal menu with tabs: General Information, Payroll Checks, Direct Deposit, Payroll Items, and Benefit Enrollment. The 'Payroll Checks' tab is highlighted. Underneath this menu, a table lists pay dates and types. The table has two columns: 'Pay Date' and 'Type'. The 'Pay Date' column lists dates from 01/14/2022 to 11/19/2021. The 'Type' column lists 'Regular' for all entries. On the right side of the table, there are two buttons: 'View Details' and 'View PDF'.

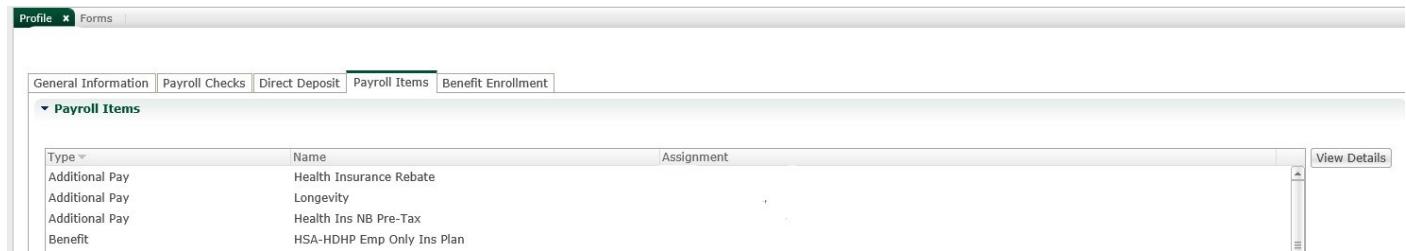
Payroll checks can be opened with Adobe Acrobat. Once the check is open, the check can be printed. If you are using a City Kiosk that has a printer, there is a default printer setup to print these documents. Select the default print and Print.

Direct Deposit Tab— this tab lists your bank information if you have direct deposit



The screenshot shows the 'Forms' tab selected in the top navigation bar. Below it is a horizontal menu with tabs: General Information, Payroll Checks, Direct Deposit, Payroll Items, and Benefit Enrollment. The 'Direct Deposit' tab is highlighted. Underneath this menu, a section titled 'Direct Deposit' is expanded, indicated by a downward arrow icon.

Payroll Items tab—all of your payroll items will be listed here. If you click on a payroll item, then select “View Details”, you can see the details of the payroll item. No changes can be made from the Employee Portal to any payroll item. Contact HR to make any changes.



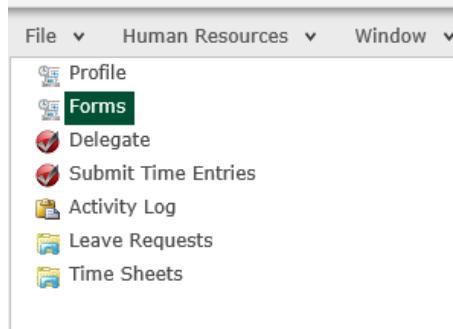
The screenshot shows the 'Forms' tab selected in the top navigation bar. Below it is a horizontal menu with tabs: General Information, Payroll Checks, Direct Deposit, Payroll Items, and Benefit Enrollment. The 'Payroll Items' tab is highlighted. Underneath this menu, a table lists payroll items. The table has three columns: 'Type', 'Name', and 'Assignment'. The 'Type' column lists 'Additional Pay', 'Longevity', 'Health Ins NB Pre-Tax', and 'Benefit'. The 'Name' column lists 'Health Insurance Rebate', 'Longevity', 'Health Ins NB Pre-Tax', and 'HSA-HDHP Emp Only Ins Plan'. On the right side of the table, there is a 'View Details' button.

Accruals View

	Balance	Pending	Unapproved	Available
ASSIGN ID: 8849				
Personal Day	30.0000	0	0	30.0000
Sick	1201.5920	0	0	1201.5920
Comp Time	24.0000	0	0	24.0000
Vacation	467.3518	0	0	467.3518

Forms Tab

Select Forms to view or print past W2's.



File ▼ Human Resources ▼ Window ▼

- Profile
- Forms**
- Delegate
- Submit Time Entries
- Activity Log
- Leave Requests
- Time Sheets

Click to highlight the W2 and then click the "View PDF" button. W2's can be opened with Adobe Acrobat. Once you have opened the W2, the W2 can be printed.



W2

▼ W2

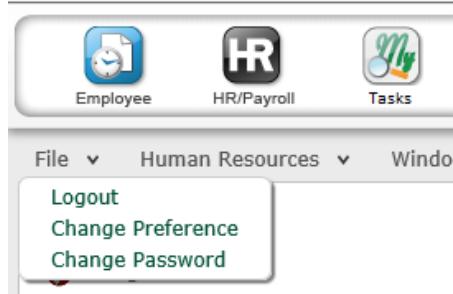
Year ▾

- 2017 W2s.pdf
- Form W2 2020.pdf
- Form W2 2019.pdf
- 2018 W2s.pdf

View PDF

Log out / Change Password

To log out of the Employee Portal or to change your password, select File and either Logout or Change Password



Employee HR/Payroll Tasks

File ▼ Human Resources ▼ Window ▼

- Logout
- Change Preference
- Change Password