



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

A screenshot of a web browser window titled 'Login'. Inside the window, there is a message: 'Please Supply User Name and Password to Log-in'. Below this message are two input fields: 'Username' and 'Password'. At the bottom of the window are two buttons: 'Login' and 'Cancel'.

Smithj
smith1234 or SMITH1234

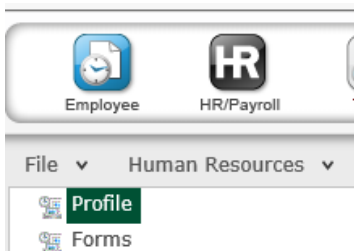
PLEASE NOTE: You may be asked to enter your Social Security Number the first time you access the portal.

Include dashes:

XXX-XX-XXXX

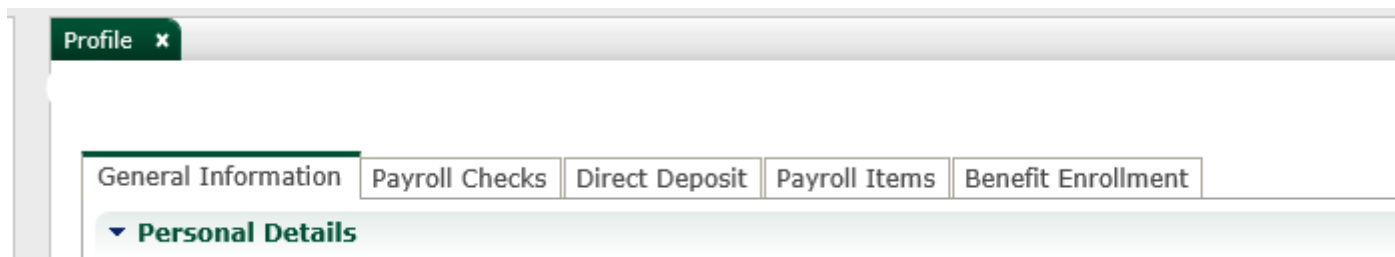
Profile Tab

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.

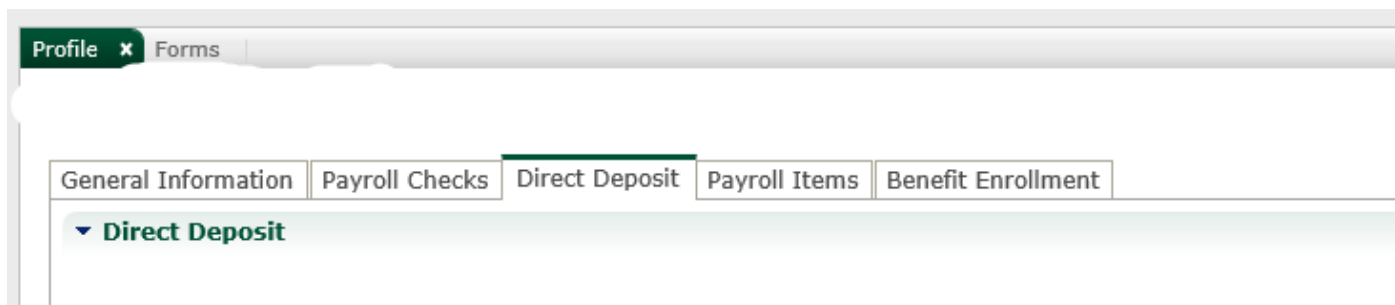


Payroll Checks tab—Click on the Pay Date of the check that you are interested in viewing, then click on View Details or View PDF. The View Details lists the details of your check, but cannot be printed. The VIEW PDF reproduces your actual pay stub for that pay period and can be printed.

| Pay Date ▾ | Type | |
|------------|---------|--------------------------|
| 01/14/2022 | Regular | View Details View PDF |
| 12/31/2021 | Regular | |
| 12/17/2021 | Regular | |
| 12/03/2021 | Regular | |
| 11/19/2021 | Regular | |

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



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.

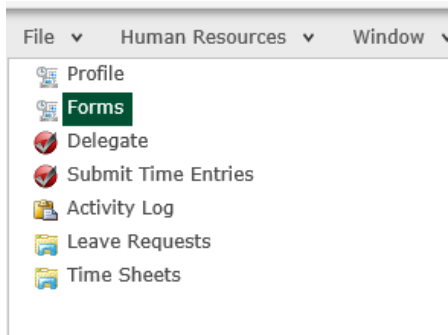
| Type ▾ | Name | Assignment | |
|----------------|----------------------------|------------|--------------|
| Additional Pay | Health Insurance Rebate | | View Details |
| Additional Pay | Longevity | | |
| Additional Pay | Health Ins NB Pre-Tax | | |
| Benefit | HSA-HDHP Emp Only Ins Plan | | |

Accruals View

| 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.



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.



Log out / Change Password

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

