

## Setting up your Chautauqua County HR Portal Account

In a web browser (Internet Explorer, Google Chrome, etc) go to this address:

<https://ccsuite.chautauquacounty.com> and click "Employee Portal". You should see the

# Chautauqua County HR Portal

Powered by NWS

### Employee Login

Employees may log into the Human Resources portal using the form below.

Username

Password

Remember me next time.

#### Is this your first time here?

I am an employee, but do not have a username and password.

[Activate Your Account](#)

#### Forgot password?

If you forgot your password you can reset it using the link below.

[Reset Password](#)

Select **Activate Your Account**. Fill out the form completely on the secure "Activate Your Account" page.

# Chautauqua County HR Portal

Powered by NWS



## Activate Your Account

Complete the form below to begin the account activation process.

### Verify Your Identity

LAST NAME

SSN  -  -

CONFIRM SSN  -  -

### Create Your Account

USERNAME

PASSWORD  *Must be between 5 and 25 characters*

CONFIRM PASSWORD  *Must be between 5 and 25 characters*

After you have filled out the form correctly, and clicked the “Continue...” button you will be sent to a confirmation page, stating your account has been created and has been activated. Click on the link to login.

## Chautauqua County HR Portal

Powered by NWS

### Activate Your Account

Complete the form below to begin the account activation process.

ACCOUNT CREATED

Your Account has been activated.

[Click to login.](#)

This will take you back to the login screen. You may login using the username & password you just created in the previous step.

Once you are logged in, you will have access to many HR portal options, including your PayStubs, Emergency Contacts, Dependents and more. There are 2 ways to access these options.

- Click on “My HR” option in the navigation, you will see a listing of the services provided for you.
- Or, if you hover over “My HR” you can select an option from the dropdown menu.

## Chautauqua County HR Portal

Powered by NWS



### Employee Portal

#### Accrual Information

A glance at your accrued overtime, vacation and personal time.

#### Benefits

A summary of your current and historical benefits.

#### Contacts

Manage your personal contacts for use in case of an emergency and for other purposes. A summary of your current and historical deductions.

#### Deductions

A summary of your current and historical deductions.

#### Dependents

Manage your dependent information.

#### Direct Deposits

Manage your direct deposit distributions.

#### Paychecks

View your recent and previous paychecks.

#### Pay Rate History

View your current and historical pay rates.

#### Personal Information

Manage your personal information such as address, contact information, etc.

#### Positions Held

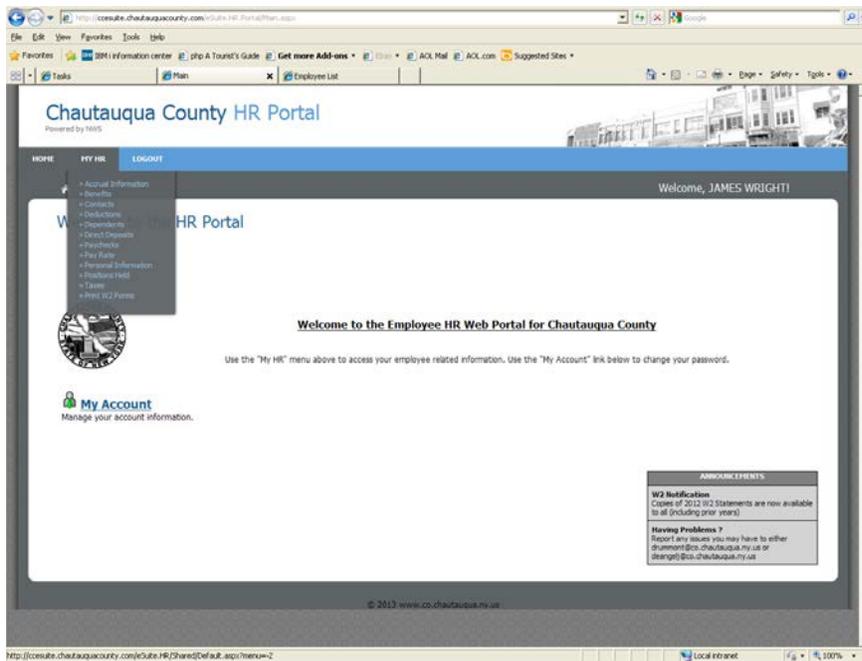
View your current and historical positions.

#### Taxes

View a summary of your current tax withholdings.

#### Print W2 Forms

Print your W2 Forms.



Make sure to click the “LOGOUT” button in the navigation bar, once you are finished in the HR Portal, to ensure your session has ended.