



# Westmoreland County Human Resources

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May 19, 2020

Dear County Employee,

We are doing an audit of our employee information and need your participation to ensure your personal information is up to date. **All employees are required to review and update their personal information in the HR portal by May 29, 2020.** Upon review if all information is correct you do not need to make any changes. Please ensure you have at least one emergency contact listed.

We have made changes to the way information can be updated in the New World system. The portal is now open for employees to edit personal information. Please note, name changes cannot be done electronically. The information that can be edited includes:

- Mailing and Street Address
- Phone Number
- Personal and Work Email Address
- Emergency Contacts and Phone Numbers
  - *When editing an emergency contact, input 9 zeros in the social security field. The system will not let emergency contact information be updated without the SS field completed.*

You can access this information by going to

<https://eresources.co.westmoreland.pa.us/Websites.HR.Portal>

You will need your username and password. (This is the same username and password that you use during Open Enrollment and to access your paychecks.) If you have forgotten your username and/or password you can recover or reset your password with the link above.

Once changes are made, they will remain pending until approved by Human Resources and/or Payroll. If you are changing an address, required documentation will need to be provided (updated license, utility bill, etc.) along with an updated Local Earned Income Tax form. The Local Earned Income Tax form can be found at

<https://www.co.westmoreland.pa.us/2758/Forms-and-Links>. This must be submitted to Human Resources.

If you have any questions please call us at 724-830-3780.

Thank you,

Amanda Bernard, Director of Human Resources