Department of Human Resource Management

EMPLOYEEDIRECT

The Portal for State Employees

What is EmployeeDirect?

EmployeeDirect provides registered account holders with secure, quick and easy online access to a variety of compensation, benefits and human resource information. It allows you to review and make certain changes to your personal information from any computer with Internet access.

Is EmployeeDirect secure?

EmployeeDirect uses Secure Socket Layer (SSL) technology, the highest level of security available over the Internet, to protect your personal information. All information provided to you is scrambled en route and decoded once it reaches your browser. See EmployeeDirect's security certificate information when you click on the closed lock at the bottom of your browser screen.

Why should I use EmployeeDirect?

Using EmployeeDirect saves time and improves efficiency. It only takes minutes, eliminates paper forms, and automatically notifies your agency when you make certain change requests. It also gives you direct links to Payline, Health Benefits Plan Administrators, the Virginia Retirement System, and your agency's Benefits Administrator. EmployeeDirect has earned a 99% overall satisfaction rating with users.

How do I get started using EmployeeDirect?

1. Confirm with your agency (your Supervisor, a Human Resource Manager, or a Benefits Administrator) the following identification information as it appears on your PMIS/BES record *before* you visit EmployeeDirect.

   - Identification Number (7-digit number assigned when your agency creates your record)
   - Date of Birth
   - Last four digits of your Social Security Number
   - E-Mail Address

2. Go to the www.DHRM.virginia.gov home page and click on the EmployeeDirect link. It is important to review the "Getting Started" and "FAQs" links *before* you begin your registration.

3. Click the "Register Now" link if you are using EmployeeDirect for the first time. You will be asked to enter your identification information, activate your account within 24 hours, and set-up security to protect your account *before* you can log-in.

4. Log-in using your Username and Password. Then, choose an option from the EmployeeDirect Main Menu.

Who do I contact if I have difficulty logging into EmployeeDirect?

Many questions are answered when you click on the FAQs link. If you have a question not answered, first contact your agency to be sure your identification information is entered correctly on your account. If you continue to have difficulty, contact EDirect@DHRM.virginia.gov.

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