



**HARRIS**

# Employee Self Service (ESS)

Version 2.21

# *Employee Self Service*

## Employees can...

- access from any computer.
- view their elected withholding, earnings summary, check history, company documents, leave balances and leave history.
- request changes to their demographics, direct deposits, W4 and state tax withholding forms.
- upload documents for demographic and direct deposit request.
- print past check information.
- print W2s for past years.

# Employee Self Service – Register

## Registration on Log In screen

Log in - Employee Self Service

reliant.mcai.local/ESS /Account/Login

Employee Self Service Account Help Register Login

Enter Web Address for ESS into your browser.

Log in

User name

Password

Forgot username or password

Log in

Everyone must register as a user for ESS using their social security number and employee number.

**NOTE: Internet Explorer version 9 and below are not supported in ESS. The Internet Explorer browser must be version 10 or above.**

# Employee Self Service - Register

All employees must create an account in ESS.

ESS

## Create a New Account

Use the form below to create a new account.

Passwords are required to be a minimum of 6 characters in length.

**User name**

**Email**

**First Name**

**Last Name**

**Social Security Number**

**Employee Number**

**Password**

**Confirm password**

**Message**

Thank you for registering. An email has been sent to [redacted]. Please check your email and use the enclosed link to finish registration. If you do not receive an email to confirm your account please contact your System Administrator.

Employee chooses their own User Name and Password. User name should not contain any special characters or spaces.

Social Security Number and Employee Number combination is validated in the payroll system.

Email address will be used to send all notifications from ESS. This does NOT have to be a school district assigned email address. It may be an employee's personal email address.

**Your Employee Self Service account confirmation**

me@me.com

Sent: Fri 5/16/2014 9:50 AM

To:  Angela Palmire

---

Thank you for signing up with us! Please confirm your registration by clicking the following link:

[Confirmation Link](#)

In case you need it, here's the confirmation code: **dIKg0-xx2c3iCLQ8mv\_BQ2**

An email, with a confirmation link, will be sent to the email address the user provided when creating their account. User must use the confirmation link in the email to be confirmed as an authorized user for ESS. Once the employee has been confirmed as a user, they can login in with their user name and password.

# Employee Self Service – Account Help

*Account Help* allows the employee to recover their password.

Employee Self Service

Account Help Register Login

Forgot Password

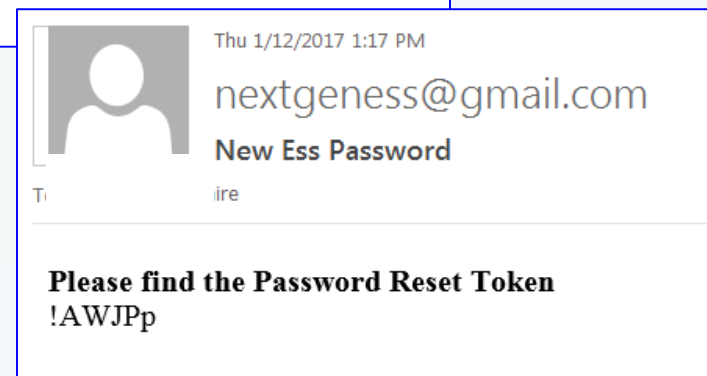
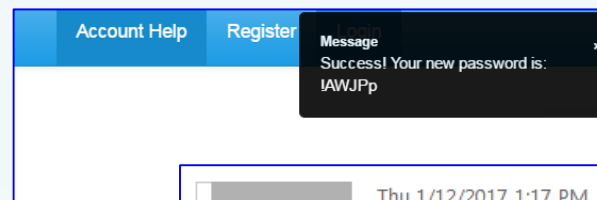
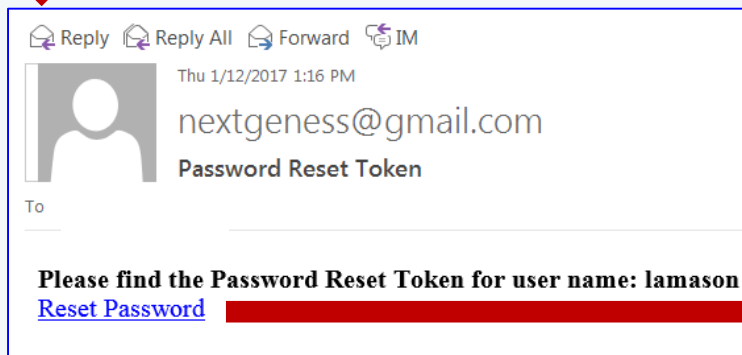
User Name

OR

Employee Number

Recover Back

The *Account Help* allows a registered employee to recover their password with the *Forgot Password* recovery. The employee must enter their User Name or Employee Number and press the *Recover* button. An email with a 'reset password' link will be sent to employee's ESS email address. Once the employee clicks on the link in the email, a computer generated password is assigned to their user name. The employee will receive a message and a email with the new password. The employee can then login with the new password. The password can be changed (instructions on page 40). The *Forgot Password* will not work if the employee's account has not been confirmed (see previous screen).



# Employee Self Service – Account Help

*Account Help* allows the employee to recover their user name.

Employee Self Service Account Help Register Login

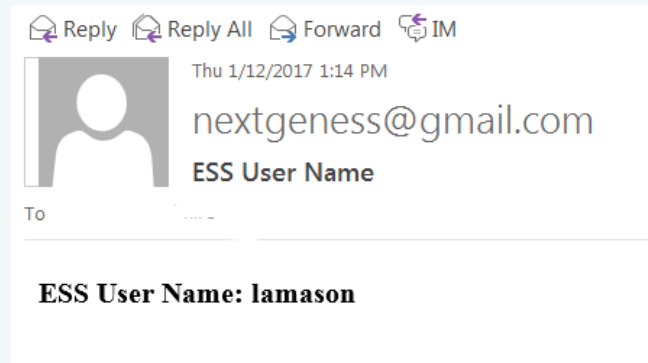
## Forgot Username

Employee Number 8467

Employee Email amazon3434343@hotmail.com

Recover Back

The *Account Help* allows a registered employee to recover their user name with the *Forgot Username* recovery. The employee must enter their Employee Number and their ESS email address and press the *Recover* button. An email with their user name will be sent to the employee's ESS email address. If the email address entered does not agree with the email address the employee register with, a message will be displayed and no email will be sent. The *Forgot Username* will not work if the employee's account has not been confirmed (see page 4).



# Employee Self Service – Account Help

*Account Help* allows the employee to recover their user name.

Employee Self Service Account Help Register Login

Login

User name

Password

[Forgot username or password](#)

Log in

Forgot Password

User Name

OR

Employee Number

Recover Back

Forgot Username

Employee Number

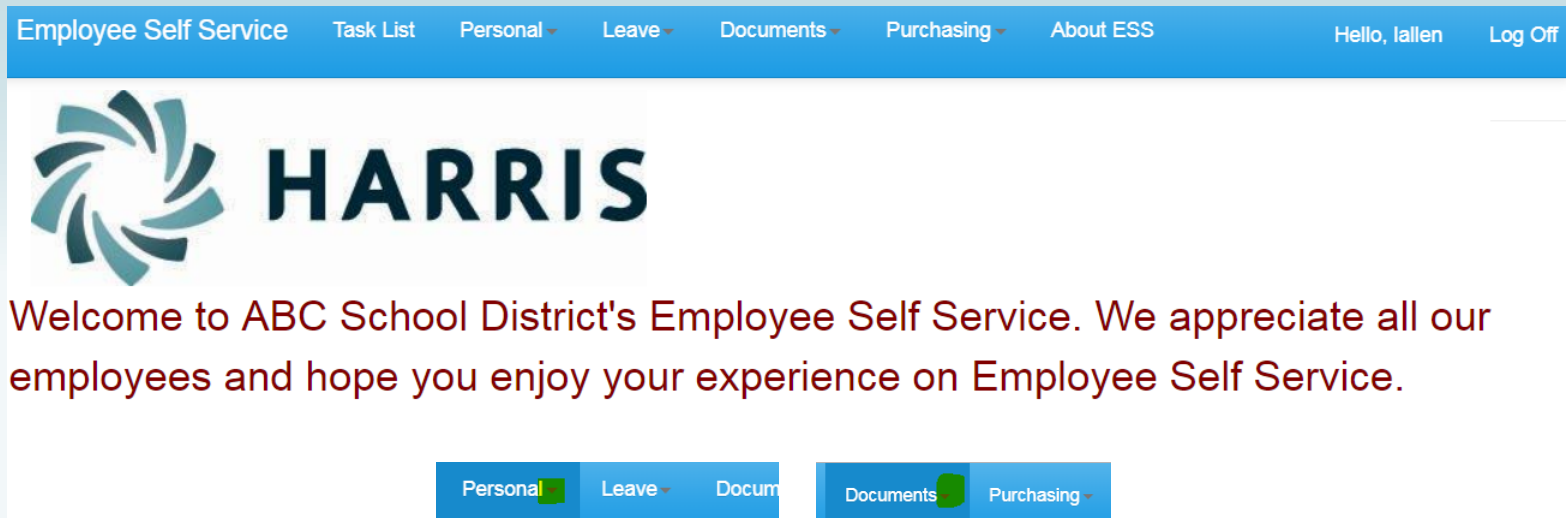
Employee Email

Recover Back


The *Forgot username or password* link on login screen is a fast link to the *Forgot Password and Forgot Username* functionality under the *Account Help*.

# Employee Self Service – Menu

The Main screen will display the Logo and Welcome Message with the menu options available on the toolbar. Each menu options can be expanded to display transactions available. If user is an Administrator for ESS, they will also see Site Administration in their menu options.

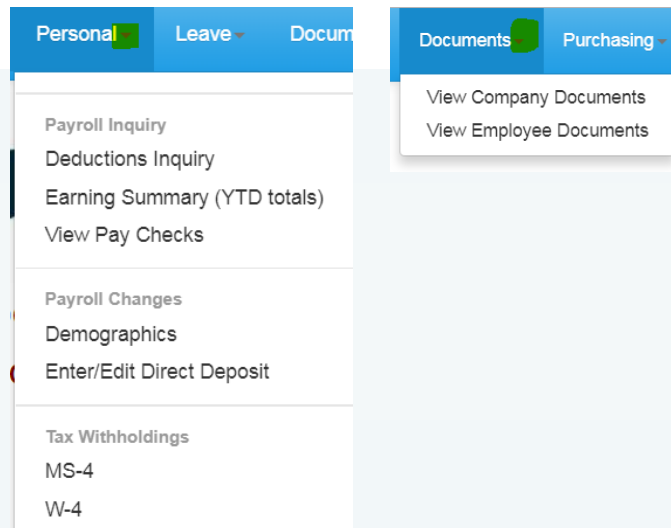


Employee Self Service   Task List   Personal ▾   Leave ▾   Documents ▾   Purchasing ▾   About ESS   Hello, lallen   Log Off



# HARRIS

Welcome to ABC School District's Employee Self Service. We appreciate all our employees and hope you enjoy your experience on Employee Self Service.



Personal ▾   Leave ▾   Docum

- Payroll Inquiry
- Deductions Inquiry
- Earning Summary (YTD totals)
- View Pay Checks
- Payroll Changes
- Demographics
- Enter/Edit Direct Deposit
- Tax Withholdings
- MS-4
- W-4

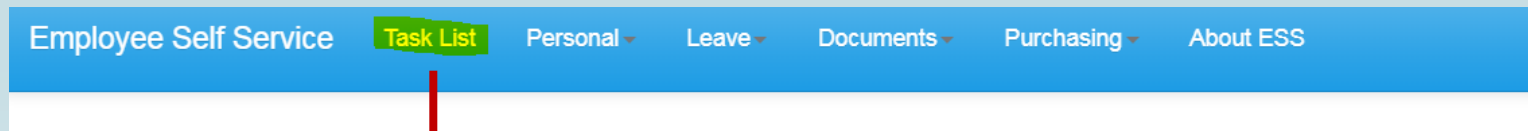
Documents ▾   Purchasing ▾

- View Company Documents
- View Employee Documents



# Employee Self Service - Task List

Employee can view or cancel pending requests and view past requests.



Task List will display a summary of all the employee's pending change requests.

My Pending Requests

Date Submitted	Request Type	Description		
01/03/2017 02:28:30PM	A4	A4 Change Request for	<a href="#">View Details</a>	<a href="#">Cancel</a>
01/03/2017 01:47:53PM	Demographic	Demographic Change Request for	<a href="#">View Details</a>	<a href="#">Cancel</a>

[View My Past/Current Requests](#)

Completed Requests (approved or rejected) can be viewed by the employee with the *View My Past/Current Requests*.

Details for the pending request can be viewed by employee.

Pending requests (unapproved) can be cancelled by employee.

# Employee Self Service – Task List

An employee who is also an Approver will have both their requests and the Approver Tasks displayed on their Tasks menu.



The screenshot shows two sections: 'Approver Tasks' and 'My Pending Requests'. The 'Approver Tasks' section contains a table with three rows of pending requests. The 'My Pending Requests' section contains a table with one row of a submitted request. Red arrows point from the 'Task List' menu item to the 'Approver Tasks' section, from the 'View Completed Approver Tasks' link to the 'Approver Tasks' section, and from the 'View My Past/Current Requests' link to the 'My Pending Requests' section.

Date Submitted	Request Type	Approver Role	Description
01/04/2018 11:13:19AM	W4	HrApprover	W4 Change Request for
01/04/2018 02:15:50PM	MS4	HrApprover	MS4 Change Request for
01/05/2018 03:26:38PM	Demographic	HrApprover	Demographic Change Request for

Date Submitted	Request Type	Status	Description	View Details	Cancel
01/05/2018 03:26:38PM	Demographic	Submitted	Demographic Change Request for	<input type="button" value="View Details"/>	<input type="button" value="Cancel"/>

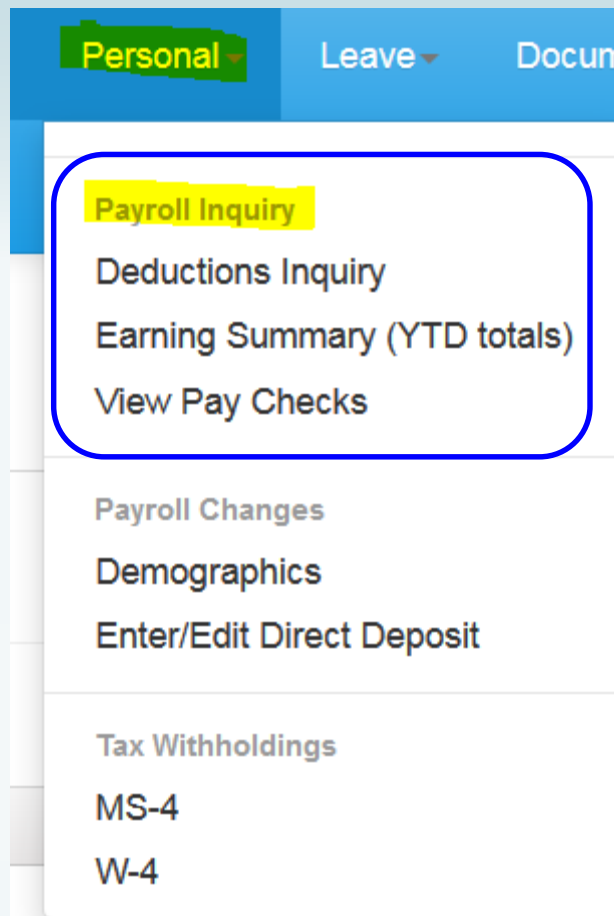
The Approver can approve or reject pending requests from employees on the Task List menu under Approver Task.

Approvers can view request history with the *View Completed Approver Tasks*.

Completed requests (approved or rejected) can be viewed by the employee with the *View My Past/Current Requests*.

# Employee Self Service–Personal/Payroll Inquiry

The Personal menu contains the sub-menu for Payroll Inquiry which includes the Inquiries available for the employee.



# Employee Self Service – Deduction Inquiry

The Deduction Inquiry allows for viewing and printing the employee and employer cost for employee elected deductions.

Payroll Deductions

User Instructions

Insurance elections can only be changed during open enrollment with the exemption of life changing events such as the birth of a child, death, divorce, retirement. See your insurance handbook for further explanation of life changing events.

[Back](#) [Print](#)

Deduction	Employee Cost	Employer Cost	
MAT INSURANCE	\$0.00	\$780.00	▲
RETIREMENT W/H	7.5000 %	11.9400 %	
AlaTrust Credit Union	\$100.00	\$0.00	
AMERICAN FAMILY LIFE INS	\$21.00	\$0.00	
LIBERTY NATIONAL INS	\$224.75	\$0.00	
PRE-PAID LEGAL SERVICES, INC.	\$15.95	\$0.00	
LIFE INS COMPANY OF ALABAMA	\$49.77	\$0.00	
PUBLIC ED EMP HEALTH INS PRO	\$15.00	\$0.00	
LIBERTY NATIONAL INSURANCE	\$0.00	\$0.00	
SECURITY BENEFIT-457	\$25.00	\$0.00	
HEALTHCARE SPENDING ACCT.	\$0.00	\$0.00	

# Employee Self Service – Earnings Summary

Employees can view and print their earnings summary by selecting the year they wish to view.

## Earnings Summary

[Back](#) [Print](#)

**Earnings Year**

<b>Gross Wages</b>	\$11,422.90
<b>Federal Wages</b>	\$10,366.20
<b>Federal Tax Withheld</b>	\$714.83
<b>Social Security Wages</b>	\$11,347.90
<b>Social Security Tax Withheld</b>	\$703.56
<b>Medicare Wages</b>	\$11,347.90
<b>Medicare Tax Withheld</b>	\$164.55
<b>State Wages</b>	\$11,222.90
<b>State Tax Withheld</b>	\$401.14

# Employee Self Service-Earnings Summary (W2)

If the district uses Harris School Solutions' Document Services product to produce their W2 records, the employee can view and print their W2 for the selected year.

### Earnings Summary

**Earnings Year** 2013

<b>Gross Wages</b>	\$22,189.68
<b>Federal Wages</b>	\$18,389.49
<b>Federal Tax Withheld</b>	\$935.71
<b>Social Security Wages</b>	\$20,353.68
<b>Social Security Tax Withheld</b>	\$1,261.90
<b>Medicare Wages</b>	\$20,353.68
<b>Medicare Tax Withheld</b>	\$295.09
<b>State Wages</b>	\$20,053.68
<b>State Tax Withheld</b>	\$646.29

Copy B-To Be Filed With Employee			38-2099603 OMB No. 1545-0008			Copy 2-To Be Filed With Employee State			38-2099603 OMB No. 1545-0008		
FEDERAL Tax Return						City, or Local Income Tax Return					
a Employee soc. sec. no.	1 Wages, tips, other comp.	2 Federal income tax withheld	a Employee soc. sec. no.	1 Wages, tips, other comp.	2 Federal income tax withheld						
	18,389.49	935.71		18,389.49	935.71						
b Employer ID number (EIN)	3 Social security wages	4 Social security tax withheld	b Employer ID number (EIN)	3 Social security wages	4 Social security tax withheld						
	20,353.68	1,261.90		20,353.68	1,261.90						
	5 Medicare wages and tips	6 Medicare tax withheld		5 Medicare wages and tips	6 Medicare tax withheld						
	20,353.68	295.09		20,353.68	295.09						
c Employer name, address, and ZIP code Bibb County Board of Education						c Employer name, address, and ZIP code					
d Control Number 82						d Control Number 82					
e Employer name, address, and ZIP code						e Employer name, address, and ZIP code					
7 Social security tips	8 Allocated tips	9 Advance EIC payment	7 Social security tips	8 Allocated tips	9 Advance EIC payment						
10 Dependent care benefits	11 Nonqualified plans	12a Code See inst. for box 12 DD 9,837.24	10 Dependent care benefits	11 Nonqualified plans	12a Code See inst. for box 12 DD 9,837.24						
13 Statutory Employee	14 Other	12b Code G 300.00	13 Statutory Employee	14 Other	12b Code G 300.00						
Retirement plan	CAF 1,836.00		Retirement plan	CAF 1,836.00							
X	414 1,664.19	12c Code	X	414 1,664.19	12c Code						
Third-party sick pay	DUE 273.95		Third-party sick pay	DUE 273.95							
		12d Code			12d Code						
AL 037615	20,053.68	646.29	AL 037615	20,053.68	646.29						
15 State Employer state ID number	16 State wages, tips, etc.	17 State income tax	15 State Employer state ID number	16 State wages, tips, etc.	17 State income tax						
18 Local wages, tips, etc.	19 Local income tax	20 Locality name	18 Local wages, tips, etc.	19 Local income tax	20 Locality name						


Form W-2 Wage and Tax Statement 2013 Dept. of the Treasury - IRS  
This information is being furnished to the Internal Revenue Service




# Employee Self Service – View Pay Checks

Employee can view and print check/statement summary for a specific check date range. The employee can view check detail by clicking on a particular check.

### My Checks

Start Date  

End Date  


Select date range and click Search to list pay records. Select check number from list to view pay record.


Date	Number	Date	Gross	Net	Pay Adj.-Sub Info
05/31/2016	133504 - (Check)	05/31/2016	\$2,248.58	\$1,190.99	
04/29/2016	133350 - (Check)	04/29/2016	\$2,288.58	\$1,217.66	
03/31/2016	133174 - (Check)	03/31/2016	\$2,258.58	\$1,197.66	
02/29/2016	133011 - (Check)	02/29/2016	\$2,298.58	\$1,224.23	
01/31/2016	132855 - (Check)	01/31/2016	\$2,328.58	\$1,244.23	
12/18/2015	132689 - (Check)	12/18/2015	\$2,298.58	\$1,223.44	
11/20/2015	132524 - (Check)	11/20/2015	\$2,308.58	\$1,230.10	
10/30/2015	132369 - (Check)	10/30/2015	\$2,448.58	\$1,323.13	
09/30/2015	132208 - (Check)	09/30/2015	\$2,278.58	\$1,210.20	
08/31/2015	132074 - (Check)	08/31/2015	\$2,468.58	\$1,336.35	
07/31/2015	131943 - (Check)	07/31/2015	\$2,458.58	\$1,329.69	
06/30/2015	131756 - (Check)	06/30/2015	\$2,308.58	\$1,230.10	

# Employee Self Service – View Pay Checks

If an employee has extra pay, pay adjustments or substitute pay for a specific check, they can view detail information about the pay by clicking on *Adjusts/Sub Details* link.


**My Checks**

Start Date  

End Date  

Select date range and click Search to list pay records. Select check number from list to view pay record.

Date	Number	Date	Gross	Net	Pay Adj.-Sub Info
05/31/2016	133579 - (Check)	05/31/2016	\$195.00	\$180.08	<a href="#">Adjusts/Sub Details</a>
04/29/2016	133425 - (Check)	04/29/2016	\$65.00	\$60.03	<a href="#">Adjusts/Sub Details</a>
03/31/2016	133252 - (Check)	03/31/2016	\$195.00	\$180.08	<a href="#">Adjusts/Sub Details</a>
02/29/2016	133089 - (Check)	02/29/2016	\$260.00		
12/18/2015	132769 - (Check)	12/18/2015	\$130.00		
11/20/2015	132602 - (Check)	11/20/2015	\$195.00		
10/30/2015	132437 - (Check)	10/30/2015	\$227.50		

Pay Adj.-Sub Info 

Adjustments to Pay/Substitutes List for:

Subbed For	Date	Day(s)	Pay Rate	Paid
WILLIAMS, ..	4/28/2016	0.50	\$65.00	\$32.50
WILLIAMS, ..	4/26/2016	0.50	\$65.00	\$32.50
SMITH, ..	4/4/2016	0.50	\$65.00	\$32.50
LIGHTSEY, ..	4/26/2016	0.50	\$65.00	\$32.50
CHUC, ..	4/14/2016	0.50	\$65.00	\$32.50
CHUC, ..	4/15/2016	0.50	\$65.00	\$32.50
<b>Totals</b>		3		\$195.00




# Employee Self Service – View Pay Checks

Employee's detail check information can be displayed and printed.


Check Detail  
deedee :

xxx-xx-1171  
1ST AVENUE  
WATSON, AL 35181

Print button. 

### Check Information

Check Date: 02/28/2013  
Pay Period Ending: 02/28/2013  
Check Number: 124420  
Note:



### Net Pay

Category	Current	Ytd
Gross Pay	\$7,440.32	\$10,841.24
Total Deductions - Mandatory	(\$1,664.78)	(\$2,464.39)
Total Deductions - Other	(\$610.42)	(\$917.89)
<b>Net Pay</b>	<b>\$5,165.12</b>	<b>\$7,458.96</b>

### Earnings

Category	Current	Ytd	Hrs
REGULAR	\$7,440.32	\$10,841.24	0.00
<b>Total Earnings</b>	<b>\$7,440.32</b>	<b>\$10,841.24</b>	<b>0.00</b>

### Bank Accounts

Category	Account	Amount
-	****1255	\$5,165.12
<b>Total Earnings</b>		<b>\$5,165.12</b>

### Deductions - Mandatory

Category	Current	Ytd
FICA	\$569.18	\$829.35
Federal	\$800.97	\$1,203.66
State	\$294.63	\$431.38
<b>Total Deductions - Mandatory</b>	<b>\$1,664.78</b>	<b>\$2,464.39</b>

### Deductions - Other

Category	Current	Ytd
RETIREMENT W/H	\$558.02	\$813.09
AEA NON CERTIFIED DUES	\$11.65	\$23.30
NEA NON CERTIFIED DUES	\$10.75	\$21.50
VALIC ANNUITY WITHHOLDINGS	\$30.00	\$60.00
<b>Total Deductions - Other</b>	<b>\$610.42</b>	<b>\$917.89</b>

# Employee Self Service – View Pay Checks

If the district is using Harris School Solutions' Document Service product to produce their checks and statements, the check/statement detail will display as a copy of the original check/statement. The employee can also print a copy of the displayed check/statement.

Check Detail

Page: 1 of 1 Automatic Zoom

HARRIS SCHOOL DISTRICT BOE					
EMPLOYEE NAME		EMPLOYEE NUMBER	PAY PERIOD END	DEPOSIT DATE	DEPOSIT NUMBER
ELIZABETH TAYLOR		999999	10/15/2013	10/31/2013	485664
DESCRIPTION	CURRENT AMOUNT	DESCRIPTION	CURRENT AMOUNT	YTD AMOUNT	
Regular Pay	5,852.85	FED WH	819.74	5,138.54	
		STATE WH	263.33	2,354.21	
		SS WH	324.20	324.20	
		MC WH	75.82	878.30	
		VALIC - G.	58.53	523.97	
		POCO - G.F	402.00	3,618.00	
		HEALTH-CAF	401.48	3,613.32	
		VISION-CAF	13.97	125.73	
		FLEX MEDCL	208.33	1,874.97	
		DISABILITY	66.99	602.91	
		UNUM PROD	19.89	179.01	
		TRS RETIRE	351.17	3,143.57	
		FNB POLK	2,847.40	30,216.28	
SICK LEAVE	19.00				
GROSS PAY		5,852.85	52,393.01		
FRINGE BENEFIT		0.00	0.00		
LEAVE DESCRIPTION	BALANCE	TAKEN			
Open Enrollment - October 21-November 8, 2013					
			NET DEPOSIT	0.00	

CSI TECHNOLOGY OUTFITTERS  
MOBILE, ALABAMA

485664

DEPOSIT \*\*\*\*VOID\*\*\*\*VOID\*\*\*\*VOID\*\*\* DIRECT DEPOSIT  
\*\*\*\*VOID\*\*\*\*VOID\*\*\*\*VOID\*\*\*\*VOID\*\*\*\*

DEPOSIT DATE	DEPOSIT NO.	AMOUNT
10/31/2013	485664	0.00

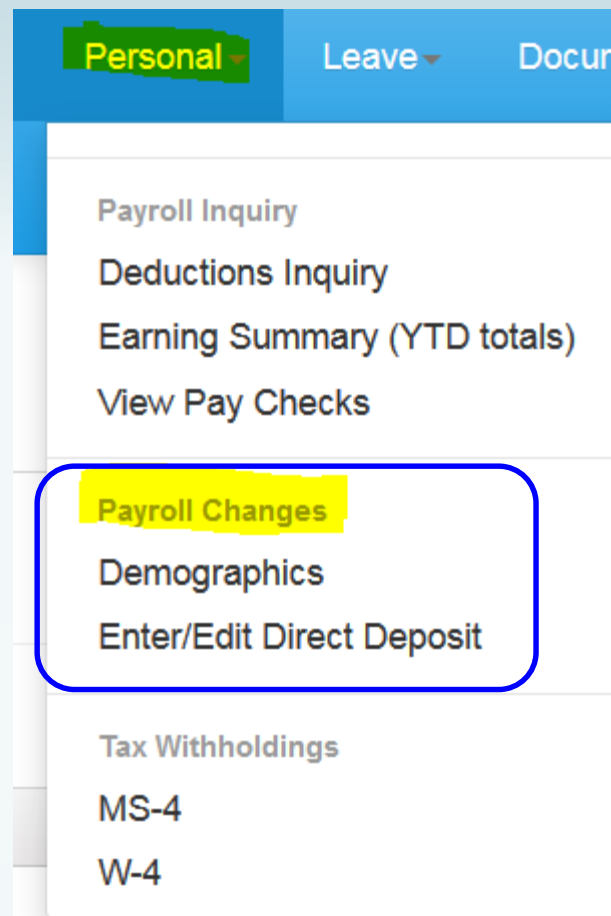
TO THE ORDER OF ELIZABETH TAYLOR  
541 EAST MAIN STREET  
ROME, GA 30161

NON-NEGOTIABLE DIRECT DEPOSIT

Print toolbar is at bottom of check display.

# Employee Self Service–Personal/Payroll Changes

The Personal menu contains the sub-menu for Payroll Changes which includes a menu of all change options available to the employee.



# Employee Self Service - Demographics

Employee can request changes to a variety of demographic fields and upload multiple documents to be submitted with their change request. Both the employee and the approver can print the attached documents from the pending or completed request/task.

If employee has a pending request, their demographics will be displayed with the requested changes. The employee can change all demographic data.

The screenshot shows the 'Demographic Change Request' interface. At the top, the status is 'Pending' in red text. Below this are 'Save', 'Back', and 'Print' buttons. A red arrow points from the 'Print' button to the text 'Information can be printed by selecting Print.' The form contains several input fields for personal information: First Name (B), Last Name (ANDY), Email (ANDY\_B@HARRISSCHOOL.ORG), Address 1 (P. O. BOX), City (BAY SAINT LOU), State (MS), Zip Code (39520-1032), Middle Name, Birthday, Gender (Female), Address 2 (42 STREET), and Cell Phone. Below the form is an 'Attachments' section with a 'Select files...' button and a file named 'Welcome Scan.jpg'. A file upload dialog box is open over the 'Select files...' button, showing the 'Documents library' with various folders and files.

Information can be printed by selecting Print.

Multiple files can be selected from multiple directories. Acceptable file formats include .gif, .jpg, .jpeg, .png, .doc, .docx, .xls, .xlsx, .pdf, .txt.

NOTE: A change to the email address on the demographic screen changes the email address in the payroll system which may be used by the school district when corresponding with the employee. It does not change the email address for the ESS notifications which was entered when the employee registered for ESS.

# Employee Self Service-Edit/Enter Direct Deposit

Employees can submit requests to add, delete, or change direct deposit accounts.

Where do I find bank account and routing numbers?

Bank Name	Account	Routing	Account Type	Primary	Amount	
ALABAMA ONE CREDIT UNION	4242	262277189	Checking	true	\$0.00	<input type="button" value="x Delete"/>
ALABAMA ONE CREDIT UNION 2	5212	262277189	Checking	false	\$25.00	<input type="button" value="x Delete"/>

Confirm

Check Sample

YOUR FINANCIAL INSTITUTION ANYWHERE, USA

FOR DEPOSIT ONLY

Routing # Account #

If changing a routing number or the amount to deposit, click in the field, make the change and click submit.

If adding a new account, click on *Add New Record*, enter the information for the new account and click submit. Note: There can be only one primary account per employee.

If you are trying to delete a direct deposit, click on the *Delete* button beside the account information and then click submit.

# Employee Self Service-Edit/Enter Direct Deposit

Pending changes are displayed and employees can upload files for direct deposit requests.

**Edit Direct Deposit Account(s)**

**Pending**

Back Print

+ Add new record Cancel changes

Bank Name	Account	Routing	Account Type	Primary	Amount	
ALABAMA ONE CREDIT UNION	4242	262277189	Checking	true	\$0.00	x Delete
ALABAMA ONE CREDIT UNION	5212	262277189	Checking	false	\$25.00	x Delete

Where do I find bank account and routing numbers?

Save Back

**Attachments**

Select files...

harris\_school\_solutions\_logo\_sm...

**Instructions**

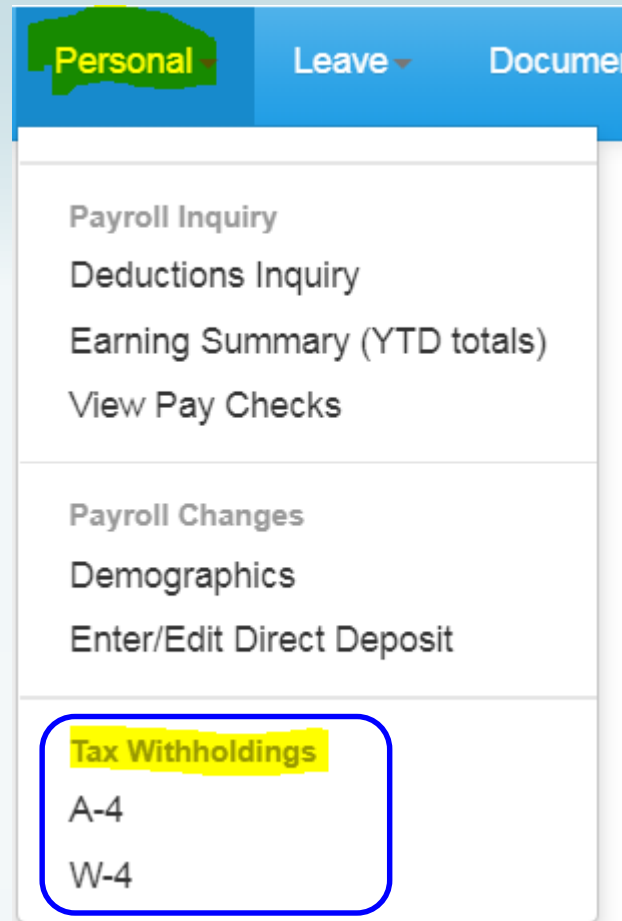
Please upload copy of voided check for all new direct deposit records for verification of information.

If employee has a pending request, their direct deposit information will be displayed with the requested changes. The employee can change all pending direct deposit data.

Multiple files can be selected from multiple directories. Acceptable file formats include .gif, .jpg, .jpeg, .png, .doc, .docx, .xls, .xlsx, .pdf, .txt.

# Employee Self Service – Tax Withholdings

Tax Withholding under the sub menu Payroll Changes will include your State Withholding and W-4 Withholding Forms.



# Employee Self Service – A4 (Alabama)

Changes can be made to the employee's A4 with an electronic signature.

Current State of Alabama Employee's Withholding Allowances

Withholding Status	Exemptions	Dependents	Addl. Amt	Exempt
Single	1	0	0.00	<input type="checkbox"/>

User Instructions

All employees need to print a copy of new A4 for their records. Please see open task or completed task for the a copy of your new A4.

A4 Instructions

Save Back

FORM  
**A-4** REV. 3/2014  
**ALABAMA DEPARTMENT OF REVENUE**  
**Employee's Withholding Exemption Certificate**

EMPLOYEE'S FULL NAME \_\_\_\_\_ SOCIAL SECURITY NO. XXX-XX-4 \_\_\_\_\_

HOME ADDRESS 62 \_\_\_\_\_ ROAD \_\_\_\_\_ CITY MOUNDEVILLE STATE AL ZIP 35474

SIGNATURE \_\_\_\_\_ DATE (6/6/2016) \_\_\_\_\_

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

**HOW TO CLAIM YOUR WITHHOLDING EXEMPTIONS**

1. If you claim no personal exemption for yourself, write the figure "0", sign and date Form A-4 and file it with your employer.
2. If you are SINGLE or MARRIED FILING SEPARATELY a \$1,500 personal exemption is allowed. Write the letter "S" if claiming the SINGLE exemption or "MS" if claiming the MARRIED FILING SEPARATELY exemption. (Choose S or MS)
3. If you are MARRIED or SINGLE CLAIMING HEAD OF FAMILY, a \$3000 personal exemption is allowed. Write the letter "M" if you are claiming an exemption for both yourself and your spouse or "H" if you are single with qualifying dependents and are claiming HEAD OF FAMILY exemption. (Choose M or H)
4. Number of dependents (other than spouse) that you will provide more than one-half of the support for during the year. See instructions for dependent qualifications.
5. Additional amount, if any, you want deducted each pay period.
6. **This line to be completed by your employer:** Total exemptions (example: employee claims "M" on line 3 and "2" on line 4. Employer should use column M-2 (married with 2 dependents) in the withholding tables).

EMPLOYER NAME Board of Education FEIN \_\_\_\_\_ EMPLOYER STATE ID \_\_\_\_\_

Employee's current State withholding information is displayed.

Employee can view additional instructions for the A4 by clicking the A4 Instructions button.

Electronic signature and date must be exactly as displayed – no extra spaces, dashes or periods.

If requesting a change for A4, the employee must enter ALL information on the A4 form, not just the change.



# Employee Self Service – G4 (Georgia)

Changes can be made to the employee's G4 with an electronic signature.

The screenshot shows the 'Current State of Georgia Employee's Withholding Allowances' form. At the top, a table displays the current state: Withholding Status (MARRIED - FILING JOINT (B)), Dependents (2), Emp./Spouse (0), Addl. Allowances (0), Addl. Amt (0.00), and Exempt. Below this, there are 'G4 Instructions' with 'Save' and 'Back' buttons. The main form is titled 'STATE OF GEORGIA EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE'. It includes sections for personal information (1a, 1b, 2a, 2b), marital status (3), dependent allowances (4), additional allowances (5), and additional withholding (6). A 'WORKSHEET FOR CALCULATING ADDITIONAL ALLOWANCES' section follows, with fields for standard deduction (2300) and other adjustments. At the bottom, there are fields for 'Letter Used' (Total Allowances: 0) and an 'EXEMPT' section. The form concludes with a signature line and a date field. Red arrows point to the 'G4 Instructions' buttons, the 'Addl. Amt' field, the '4. DEPENDENT ALLOWANCES' field, the 'Update Line 5' button, and the signature and date fields.

Employee's current State withholding information is displayed.

Employee can view instructions for the G4 by clicking the *G4 Instructions* button.

If requesting a change for G4, the employee must enter **ALL** information on the G4 form, not just the change.

Line 5 - Additional Allowances is updated from the worksheet entries and the *Update Line 5* button.

Electronic signature and date must be exactly as displayed – no extra spaces, dashes or periods.

# Employee Self Service – MS4 (Mississippi)

Changes can be made to the employee's MS4 with an electronic signature.

The screenshot shows the 'Current State of Mississippi Employee's Withholding' page. At the top, a table displays withholding information: Withholding Status (Both Spouses Working), Dependents (0), Emp./Spouse (0), Addl. Allowances (0), Addl. Amt (0.00), Total Exempt Amt (3000.00), and Exempt. Below this is the 'User Instructions' section with a 'MS4 Instructions' button. The main form is titled 'MISSISSIPPI EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE' and includes fields for Employee's Name, SSN, and Residence Address (Number and Street, City or Town, State, Zip). The form is divided into sections for Single, Marital Status (with sub-sections for spouse NOT or IS employed), Head of Family, Dependents, Age and Blindness, and SCRA. A 'TOTAL AMOUNT OF EXEMPTION CLAIMED' field is highlighted with a red arrow. At the bottom, there are fields for Employee Signature and Date (6/7/2016).

Employee's current State withholding information is displayed.

Employee can view instructions for the MS4 by clicking the *MS4 Instructions* button.

If requesting a change for MS4, the employee must enter **ALL** information on the MS4 form, not just the change.

The *Total Amount of Exemption Claimed* will be the total of selected status amount, dependent amount and additional allowances.

Electronic signature and date must be exactly as displayed – no extra spaces, dashes or periods.

# Employee Self Service – W4

Changes can be made to the employee's W4 with an electronic signature.

Current Withholding Allowances

Type	Tax Status	Allowances	Addl. Amt	Exempt
Federal	Single	0	100.00	<input type="checkbox"/>
State	Single	0	0.00	<input type="checkbox"/>

Form **W-4** **Employee's Withholding Allowance Certificate** OMB No. 1545-0074  
Department of the Treasury **2016**  
Internal Revenue Service

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.  
[www.irs.gov/pub/irs-pdf/fw4.pdf](http://www.irs.gov/pub/irs-pdf/fw4.pdf)  
[IRS.GOV W4 WorkSheet Application](#)

1. Your first name and middle initial  
DEEDEE S

Last Name  
COOKER

2. Your social security number  
XXX-XX-

Home address(number and street or rural route) Address 3   
Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.

City or town, state, and ZIP code  
WEST BLOCTON, AL 35184

If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card.

5. Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2) 5

6. Additional amount, if any, you want withheld from each paycheck 6

7. I claim exemption from withholding for 2016, and I certify that I meet both of the following conditions for exemption.  
• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and  
• This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.  
If you meet both conditions, write "Exempt" here

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature (this form is not valid unless you sign it.) DEEDEE S COOKER  Date(m/d/yyyy) 6/7/2016

Employer Name/Address  
County Board of Education

Office Code(optional) Employer FEIN

Employee's current Federal and State withholding information is displayed.

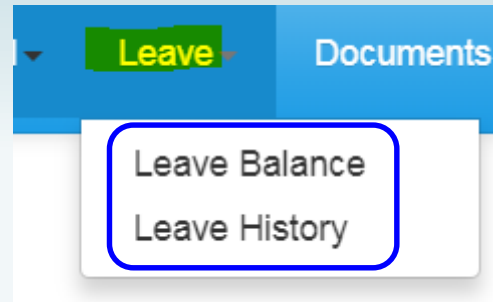
IRS instructions and worksheet are accessible from W4 form.

If requesting a change for W4, the employee must enter **ALL** information on the W4 form, not just the change.

Electronic signature and date must be exactly as displayed – no extra spaces, dashes or periods.

# Employee Self Service – Leave

Leave Menu allows the employee to see their leave history and leave balances.



# Employee Self Service – Leave Balance

Employee can view and print their current leave balances. The leave earned and used are reflective of the last completed payroll.

## Leave Balance Summary - 2016

[Back](#)[Print](#)

### User Instructions

Leave balances are reflective of the last payroll processed and updated. Please review your leave balances after you receive your check or statement.

Description	Hrs/Days	Accum. Rate	Prior Yr. Bal.	Current Earned	YTD Used	Balance
1 - SICK - CENTRAL OFFICE	D	12	264	11	17	258
2 - PERSONAL - CENTRAL OFFICE	D	5	0	5	0	5
3 - VACATION - CENTRAL OFFICE	D	10	18.5	10	5.5	23
SB - SICK BANK - CENTRAL OFFICE	D	999	5	0	0	5

# Employee Self Service – Leave History

Employee can view and print their detail leave history for a specific date range.

Leave History

[Back](#) [Print](#)

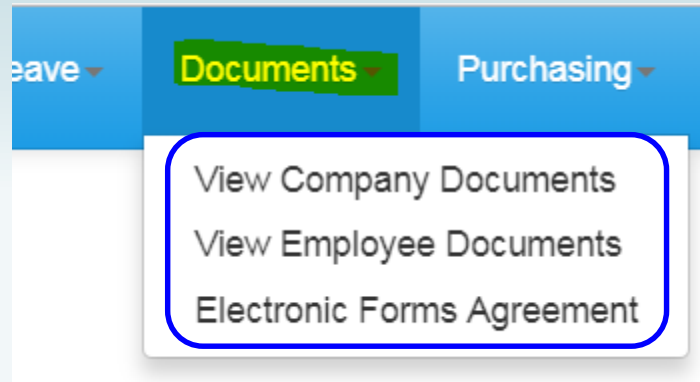
Start Date  End Date

Payroll Date	Hrs/Days	Description	Used
01/12/2015	D	PROFESSIONAL	1.00
01/16/2015	D	SICK	1.00
03/05/2015	D	SICK	1.00
03/20/2015	D	SICK	1.00
03/26/2015	D	SICK	1.00
04/20/2015	D	SICK	0.50
04/23/2015	D	SICK	1.00
05/07/2015	D	PERSONAL	1.00
05/08/2015	D	PERSONAL	1.00
05/15/2015	D	VACATION	1.00
05/21/2015	D	SICK	0.50
05/22/2015	D	SICK	1.00
06/05/2015	D	VACATION	1.00

1 - 13 of 13 items

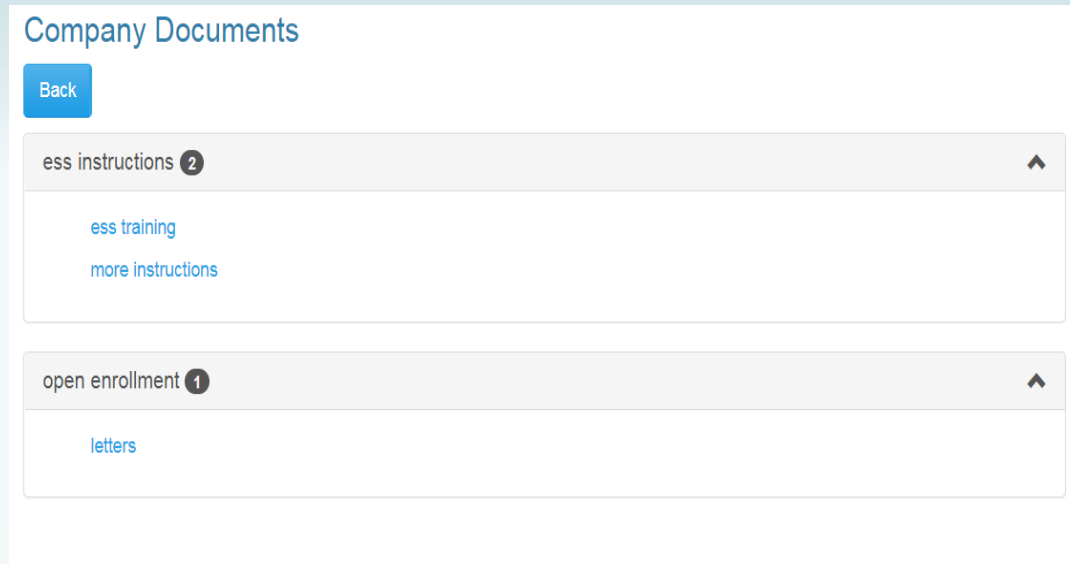
# Employee Self Service–Documents

Documents menu allows the employee to view company documents or the employee's personal documents. The Electronic Forms Agreement will be available in the menu IF your district is using this option.



# Employee Self Service–View Company Documents

View Company Documents allows employees view and print any documents uploaded by the Document Administrator. This is a great way to give employee access to Policy and Procedure Manuals, retirement documents, and Open Enrollment documents.



The screenshot displays a web interface titled "Company Documents". At the top left, there is a blue "Back" button. Below it, there are two expandable sections. The first section is titled "ess instructions" with a small circle containing the number "2" and an upward-pointing arrow on the right. This section is expanded, showing two links: "ess training" and "more instructions". The second section is titled "open enrollment" with a small circle containing the number "1" and an upward-pointing arrow on the right. This section is also expanded, showing a single link: "letters".



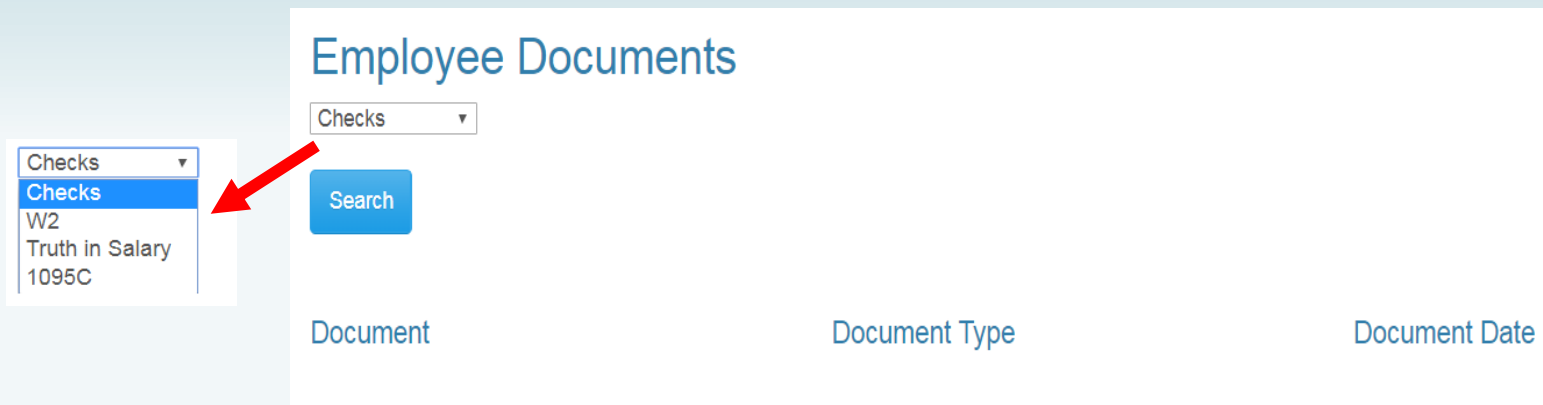
# Employee Self Service–View Company Documents

Employee can view and print documents that their District has placed in Company Documents by clicking the category and selecting the document.

The screenshot displays the 'Company Documents' interface. At the top left, there is a 'Back' button. Below it, a list of document categories is shown, each with a '1' icon indicating one document is available. The categories are: 'EmployeeHirePackage', 'EmployeeNewHirePackage', 'new employee', 'new policy', and 'retirement information'. The 'Policy Manual' document under the 'EmployeeHirePackage' category is highlighted with a red box, and a red arrow points from it to a preview window. The preview window shows the title page of the 'Employee Policy and Procedures Handbook' with the 'HARRIS' logo at the top. At the bottom of the preview window, there is a toolbar with icons for navigation, zoom (set to 100%), and printing.

# Employee Self Service—View Employee Documents

Employee can view and print their detail check, W2, Truth In Salary or 1095C forms if these documents are available.



The screenshot displays the 'Employee Documents' interface. At the top, there is a dropdown menu currently set to 'Checks'. Below the dropdown is a blue 'Search' button. Underneath the search button, there are three column headers: 'Document', 'Document Type', and 'Document Date'. To the left of the main interface, a separate dropdown menu is shown, which is open and lists the following options: 'Checks', 'Checks', 'W2', 'Truth in Salary', and '1095C'. A red arrow points from the first 'Checks' option in this separate menu to the 'Checks' dropdown in the main interface.

Document	Document Type	Document Date
----------	---------------	---------------

# Employee Self Service–View Employee Documents

Employee can view and print their detail check information by selecting checks from drop down and pressing the search button. A list of all the employee check/statements will be displayed. Employee will then click on the check/statement to view and the check will open in a separate browser tab. The check/statement can then be printed or saved. Each tab that is opened with detail records must be closed manually when logging out of ESS.

## Employee Documents

Checks ▼

Search

Document	Document Type	Document Date
127566	Check	8/27/2013 11:20:14 AM
128078	Check	9/24/2013 1:53:20 PM
128591	Check	10/29/2013 2:44:58 PM
283	Check	11/20/2013 10:33:29 AM
648	Check	12/17/2013 2:27:14 PM
1016	Check	1/27/2014 10:39:29 AM
1386		
1756		
2132		
2508		
2883		

EMPLOYEE NAME	EMPLOYEE NUMBER	PAY PERIOD END	CHECK DATE	CHECK NUMBER
INSTRUCTION-TEACHER				
	4,336.00		04/30/2014	2132
DESCRIPTION	CURRENT AMOUNT	DESCRIPTION	CURRENT AMOUNT	YTD AMOUNT
		1 S.S. W/HTAX	253.18	1,012.72
		3 FWH	283.76	1,135.04
		4 SWH	154.16	616.64
		11 RETIREMENT	305.50	1,300.50
		20 AVOTEACTIV	3.60	14.40
		21 NEA DUES	18.20	72.80
		27 AMER FAM L	71.50	286.00
		58 NEA C DUES	24.00	96.00
		83 N/C W/HTAX	59.21	236.84
		424 FRENCH	222.00	888.00
		427 AMER FAM L	30.42	121.68
		909 FIRST STAT	2,890.77	11,563.08
<b>GROSS PAY</b>		4,336.00	17,344.00	
<b>FRINGE BENEFIT</b>		0.00	0.00	
<b>LEAVE DESCRIPTION</b>		BALANCE	TAKEN	
SICK		10.00	6.00	
PERSONAL		4.00	1.00	
SICK BANK		5.00	0.00	
<b>NET PAY</b>				0.00

Board of Education  
Payroll Account

2132

PAY *****VOID***VOID***VOID*** DIRECT DEPOSIT *****VOID***VOID***VOID***VOID***	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">CHECK DATE</th> <th style="text-align: left;">CHECK NO.</th> <th style="text-align: left;">AMOUNT</th> </tr> <tr> <td>04/30/2014</td> <td>2132</td> <td style="text-align: right;">0.00</td> </tr> </table>	CHECK DATE	CHECK NO.	AMOUNT	04/30/2014	2132	0.00
CHECK DATE	CHECK NO.	AMOUNT					
04/30/2014	2132	0.00					

# Employee Self Service–View Employee Documents

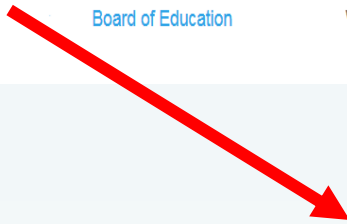
Employee can view and print their W2 records by selecting W2 from drop down and pressing the search button. A list of all the employee W2s by year will be displayed. Employee will click on the W2 to view the detail record. The document will open in a separate browser tab. The W2 can then be printed or saved. Each tab that is opened with detail records must be closed manually when logging out of ESS.

Employee Documents

W2

Search

Document	Document Type	Document Date
2013 W2 <sub>1</sub>	W2	2/6/2014 9:52:35 AM
2014 W2 <sub>1</sub>	W2	1/19/2015 12:27:50 PM



Copy B-To Be Filed With Employee						Copy 2-To Be Filed With Employee State											
FEDERAL Tax Return						State or Local Income Tax Return											
36-2099003 OMB No. 1545-0008						36-2099003 OMB No. 1545-0008											
a Employee soc. sec. no.		1 Wages, tips, other comp.		2 Federal income tax withheld		a Employee soc. sec. no.		1 Wages, tips, other comp.		2 Federal income tax withheld							
		18,389.45		935.71				18,389.45		935.71							
b Employer ID number (EIN)		3 Social security wages		4 Social security tax withheld		b Employer ID number (EIN)		3 Social security wages		4 Social security tax withheld							
\		20,353.68		1,261.93		\		20,353.68		1,261.93							
c Employer name, address, and ZIP code		5 Medicare wages and tips		6 Medicare tax withheld		c Employer name, address, and ZIP code		5 Medicare wages and tips		6 Medicare tax withheld							
88th County Board of Education		20,353.68		295.09		88th County Board of Education		20,353.68		295.09							
d Control Number		e Employee name, address, and ZIP code				d Control Number		e Employee name, address, and ZIP code									
82						82											
7 Social security tips			8 Allocated tips			9 Advance EIC payment			7 Social security tips			8 Allocated tips			9 Advance EIC payment		
10 Dependent care benefits		11 Nonqualified plans		12a Code See Inst. for box 12		10 Dependent care benefits		11 Nonqualified plans		12a Code See Inst. for box 12		10 Dependent care benefits		11 Nonqualified plans		12a Code See Inst. for box 12	
				DD 9,637.24						DD 9,637.24						DD 9,637.24	
13 Statutory Employee		14 Other		12b Code		13 Statutory Employee		14 Other		12b Code		13 Statutory Employee		14 Other		12b Code	
Retirement plan		CAF 1,836.00		G 300.00		Retirement plan		CAF 1,836.00		G 300.00		Retirement plan		CAF 1,836.00		G 300.00	
X		414 1,664.19		12c Code		X		414 1,664.19		12c Code		X		414 1,664.19		12c Code	
Third-party sick pay		DUE 273.95		12d Code		Third-party sick pay		DUE 273.95		12d Code		Third-party sick pay		DUE 273.95		12d Code	
AL 037615		20,053.68		646.29		AL 037615		20,053.68		646.29		AL 037615		20,053.68		646.29	
15 State Employer state ID number		16 State wages, tips, etc.		17 State income tax		15 State Employer state ID number		16 State wages, tips, etc.		17 State income tax		15 State Employer state ID number		16 State wages, tips, etc.		17 State income tax	
18 Local wages, tips, etc.		19 Local income tax		20 Locality name		18 Local wages, tips, etc.		19 Local income tax		20 Locality name		18 Local wages, tips, etc.		19 Local income tax		20 Locality name	

Form W-2 Wage and Tax Statement 2013 Dept. of the Treasury - IRD  
This information is being furnished to the Internal Revenue Service

# Employee Self Service–View Employee Documents

Employee can view and print their Truth In Salary documents by selecting Truth In Salary from drop down and pressing the search button. A list of all the employee's document by year will be displayed. Employee will click on the document to view the detail. The document will open in a separate browser tab. The document can then be printed or saved. Each tab that is opened with a detail record must be closed manually when logging out of ESS.

**Employee Documents**

Truth in Salary ▾

Search

Document	Document Type	Document Date
<a href="#">2015 Truth</a>	Truth in Salary	6/3/2016 10:30:34 AM
<a href="#">2016 Truth</a>	Truth in Salary	1/10/2017 8:52:11 AM

**TR/PEEHIP Truth in Salary Act Information for Active Education Employees**  
Fiscal Year 2016

Rpt Loc: 0095 - .  
Pers Id:

Total Gross Wages for the Fiscal Year:	\$34,688.00
Total Social Security Benefits for Fiscal Year:	\$2,011.69
Total Medicare Benefits for Fiscal Year:	\$470.45
Total Retirement Benefits for Fiscal Year:	\$4,141.76
Total Health Insurance Benefits for Fiscal Year:	\$6,240.00
Total SUI Benefits for Fiscal Year:	\$3.44
Total Misc Benefits (ex: Life Ins) for Fiscal Year:	\$0.00
<b>Grand Total of Benefits for Fiscal Year:</b>	<b>\$47,555.34</b>

Total Leave Units Accrued for the Leave Year: 14.00  
Total Comp Time Units Accrued for the Leave Year: 0.00  
11-Month Employees, Eligible for Holidays, Accrued: 0  
12-Month Employees, Eligible for Holidays, Accrued: 0

Average Annual Employer Subsidy for PEEHIP Coverage:  
Active Single: \$4,585.80  
Active Family: \$10,231.68

Total Amount of Employer Contributions to TRS: \$737,654,554

Percentage of TRS Employer Contributions  
Compared to the Total Amount of the Education Trust Fund Appropriations: 5.04%

The Funded Ratio of TRS as of Fiscal Year 2014: 67.5%



# Employee Self Service - Electronic Form Agreement

Employee can change their choice for tax form delivery by selecting the option and save. Districts can also require that the Agreement be signed by all employees on initial login to ESS. This option may not be used by all districts.

## Electronic Form Agreement - Please select one of the following for form delivery.

Harris school system is please to offer electronic delivery of all your forms beginning January, 2018. Your W2, and Pay Forms will be available for viewing and downloading in PDF format through your Employee Self Service account. In order to receive your forms electronically instead of paper copy, you need to give your consent before December 10, 2017. Your electronic W2 forms will be available for viewing by January, 2018. For more information on electronic consent, see Company Documents – Electronic Form Consent.

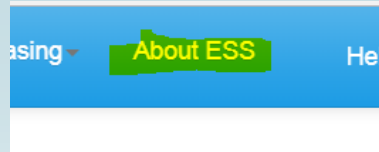
Example Text Only

- I consent to receive all my tax forms (W2, 1095, Alabama Truth in Salary) electronically each year. I understand I will NOT receive any paper copies of forms.
- I want to receive paper forms for all my tax forms (W2, 1095, Alabama Truth in Salary).

Save

# Employee Self Service – About ESS

The *About ESS* Menu option identifies the Product Version and the District. The District's contact information for Employee Self Service can also be displayed here.



## About Employee Self Service

[Back](#) [Print](#)

Customer:	COUNTY BOARD OF EDUCATION
Product Version:	2.20.2.99
Accounting System:	NextGen
Accounting System Version:	2

Please contact Alice Wonderland for any problems related to ESS for ABC County Board of Education.

© N. Harris Computer Corporation 2018



# Employee Self Service – Manage Account

An employee can manage their ESS account by clicking on their user name in the toolbar.

Manage Account.

You're logged in as **rsmith**.

[Change account](#) [Back](#)

Change password

Current password

New password

Confirm new password

Employee Information

Employee Number

User Name

First Name

Last Name

Email

No Alert Emails

Employee clicks on their user name to manage their account.

The employee can change their password by entering their current password and the new password.

The employee can change the name and email address associated with their ESS account.

The employee can choose not to receive email alerts for requests and approvals in ESS.