



Employee Self Service Lite

Version 2.15.0

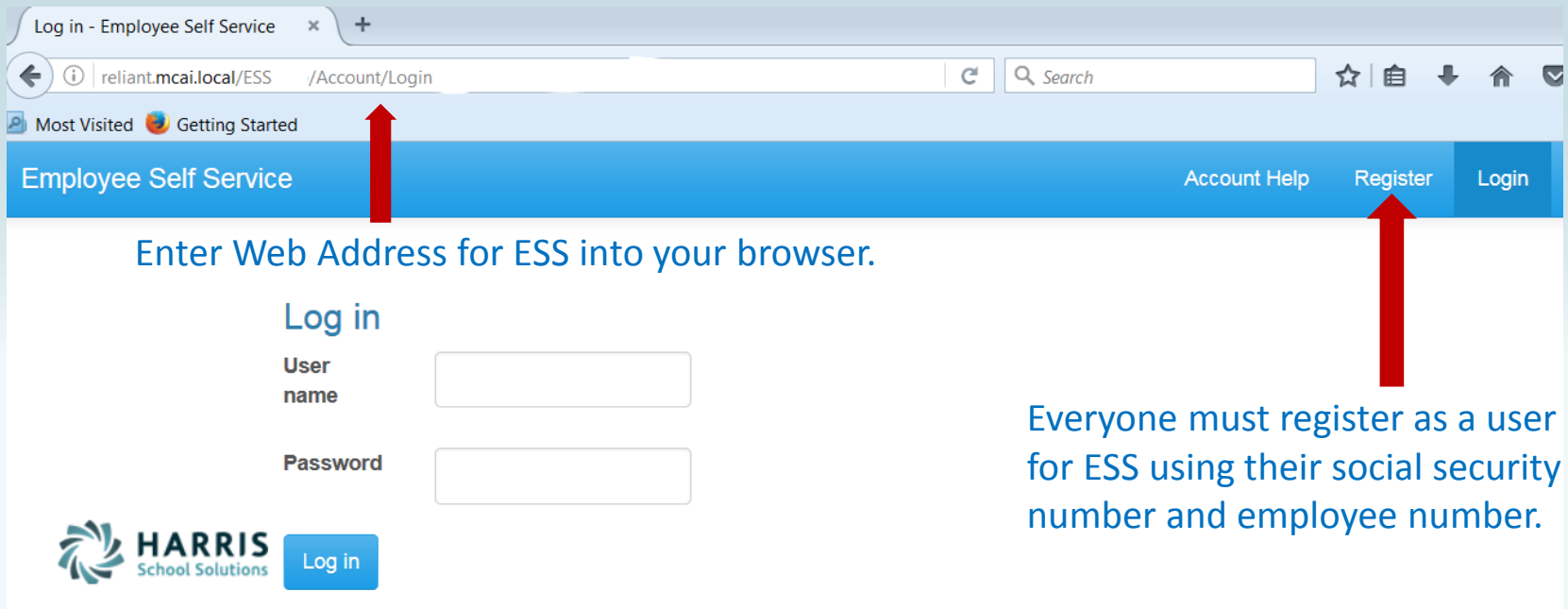
Employee Self Service

Employees can...

- access from any computer.
- view their earnings summary and check history.
- print past check information.
- print W2s for past years.

Employee Self Service – Register

Registration on Log In screen



The screenshot shows a web browser window with the address bar displaying "reliant.mcai.local/ESS /Account/Login". The browser's "Most Visited" and "Getting Started" sections are visible. The page header is blue and contains the text "Employee Self Service" on the left and "Account Help", "Register", and "Login" on the right. A red arrow points from the "Register" link to the "Register" button. Below the header, the text "Enter Web Address for ESS into your browser." is displayed. The "Log in" section contains two input fields: "User name" and "Password". A blue "Log in" button is located at the bottom left of the login section. The Harris School Solutions logo is in the bottom left corner. A red arrow points from the "Register" link to the "Register" button.

Log in - Employee Self Service

reliant.mcai.local/ESS /Account/Login

Most Visited Getting Started


Employee Self Service Account Help Register Login

Enter Web Address for ESS into your browser.

Log in

User name

Password

 **HARRIS** School Solutions

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

Register




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.

Employee Self Service – Account Help

Account Help allows the employee to recover their password.

Employee Self Service Account Help Register Login

Forgot Password

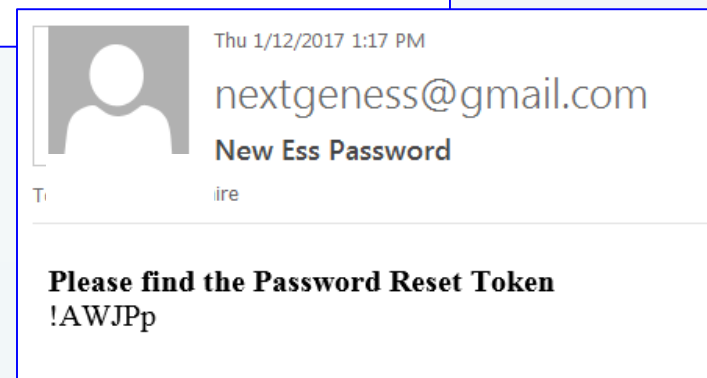
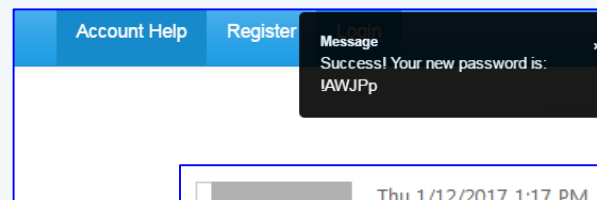
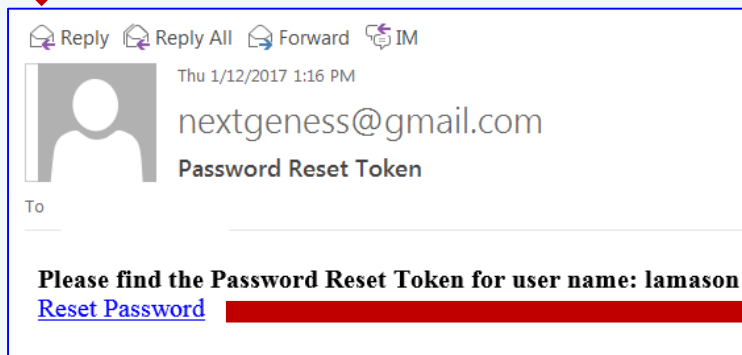
User Name

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 33). 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.

The screenshot shows the 'Employee Self Service' interface. At the top, there is a blue navigation bar with 'Employee Self Service', 'Account Help', 'Register', and 'Login'. The 'Account Help' tab is selected, indicated by a red arrow. Below the navigation bar, the 'Forgot Username' section is displayed. It contains two input fields: 'Employee Number' with the value '8467' and 'Employee Email' with the value 'amazon3434343@hotmail.com'. A red arrow points to the 'Employee Number' field. Below these fields are two buttons: 'Recover' and 'Back'. A red arrow points from the 'Recover' button to an email confirmation window below. The email window shows a header with 'Reply', 'Reply All', 'Forward', and 'IM' icons, followed by the date 'Thu 1/12/2017 1:14 PM' and the email address 'nextgeness@gmail.com'. Below this is a placeholder for a profile picture and the text 'ESS User Name'. The 'To' field is empty. At the bottom of the email window, the text 'ESS User Name: lamason' is displayed.

Employee Self Service Account Help Register Login

Forgot Username

Employee Number 8467

Employee Email amazon3434343@hotmail.com

Recover Back

Thu 1/12/2017 1:14 PM
nextgeness@gmail.com
ESS User Name

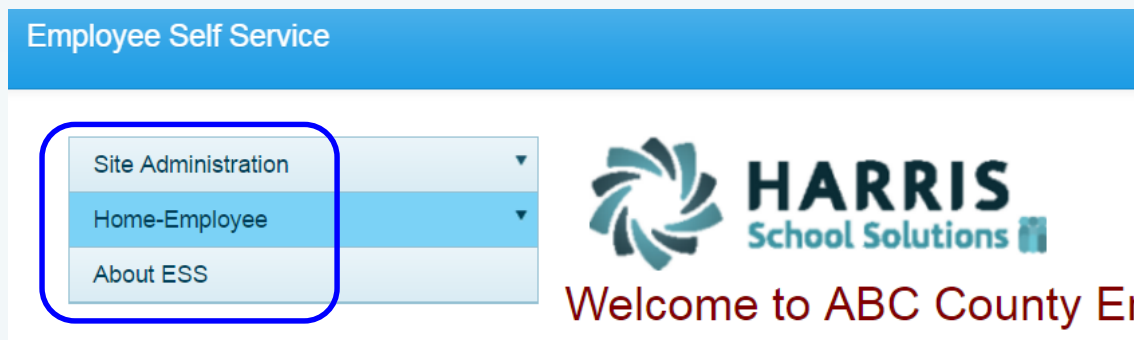
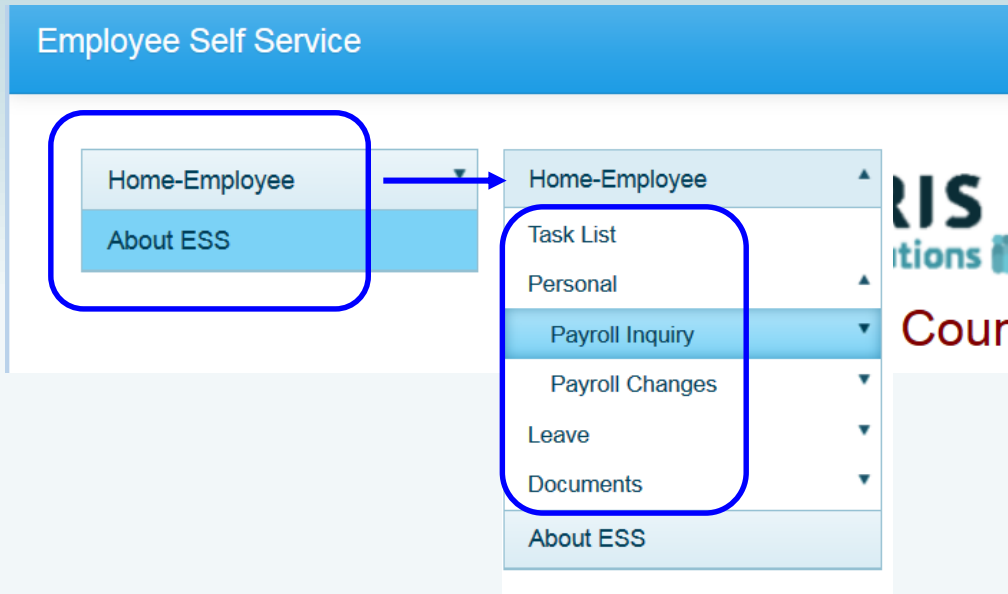
To

ESS User Name: lamason

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).

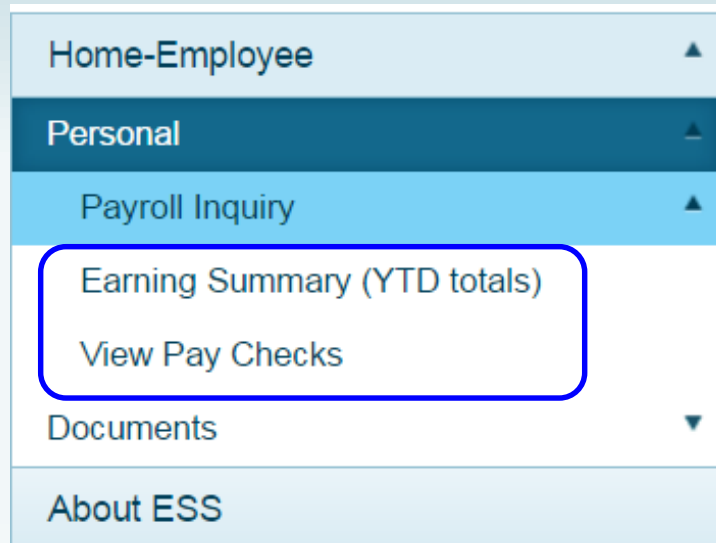
Employee Self Service – Home Menu

Home screen menu will have Home–Employee and About ESS. The Home-Employee menu opens to other menu options. Employee will follow the links to the menu options they want. If user is an Administrator for ESS, they will also see Site Administration in their Home screen menu options.



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 – Earnings Summary

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

Earnings Summary

Back

Print

Earnings Year

2016

Gross Wages

\$11,422.90

Federal Wages

\$10,366.20

Federal Tax Withheld

\$714.83

Social Security Wages

\$11,347.90

Social Security Tax Withheld

\$703.56

Medicare Wages

\$11,347.90

Medicare Tax Withheld

\$164.55

State Wages

\$11,222.90

State Tax Withheld

\$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

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

Earnings Year

2013

[View W2](#)

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

Copy B-To Be Filed With Employee FEDERAL Tax Return			38-2099003 OMB No. 1545-0008			Copy 2-To Be Filed With Employee State City, or Local Income Tax Return			38-2099003 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						
	18,389.49	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 Employee name, address, and ZIP code			e Employee 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	13 Statutory Employee	14 Other	12b Code						
	CAF 1,836.00	G 300.00		CAF 1,836.00	G 300.00						
X Retirement plan	414 1,664.19	12c Code	X Retirement plan	414 1,664.19	12c Code						
	DUE 273.35			DUE 273.35							
Third-party sick pay		12d Code	Third-party sick pay		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			Form W-2 Wage and Tax Statement 2013 Dept. of the Treasury - IRS								
This information is being furnished to the Internal Revenue Service			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

1/1/2015



End Date

6/4/2016



Search

Back

Print

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 1/1/2015



End Date 6/4/2016



Search

Back

Print

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	Adjusts/Sub Details
04/29/2016	133425 - (Check)	04/29/2016	\$65.00	\$60.03	Adjusts/Sub Details
03/31/2016	133252 - (Check)	03/31/2016	\$195.00	\$180.08	Adjusts/Sub Details
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
Totals		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

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)
Net Pay	\$5,165.12	\$7,458.96

Earnings

Category	Current	Ytd	Hrs
REGULAR	\$7,440.32	\$10,841.24	0.00
Total Earnings	\$7,440.32	\$10,841.24	0.00

Bank Accounts

Category	Account	Amount
-	****1255	\$5,165.12
Total Earnings		\$5,165.12

Deductions - Mandatory

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

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
Total Deductions - Other	\$610.42	\$917.89

Print button.

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	678.30
		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
GROSS PAY	5,852.85			
FRINGE BENEFIT	0.00			0.00
LEAVE DESCRIPTION	BALANCE	TAKEN		
SICK LEAVE	19.00	0.50		
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 ELIZABETH TAYLOR
ORDER 541 EAST MAIN STREET
OF ROME, GA 30161

NON-NEGOTIABLE DIRECT DEPOSIT

Print toolbar is at bottom of check display.

1 of 1

Print icon

Up/Down arrows

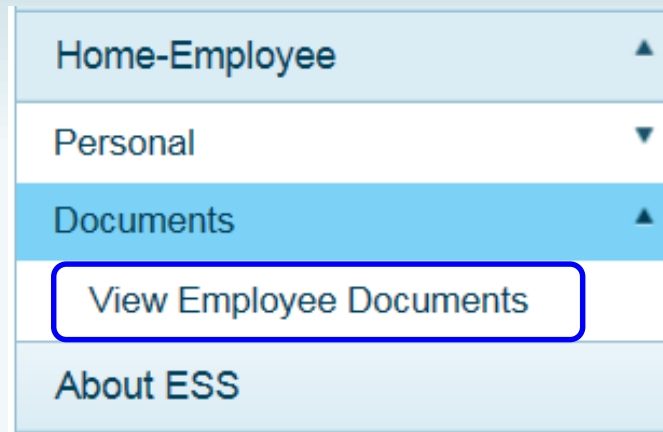
1 of 1

Zoom in/out

Print icon

Employee Self Service–Documents

Documents menu allows the employee to view their personal documents under View Employee Documents.



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

127566

128078

128591

283

648

1016

1386

1756

2132

2508

2883

Document Type

Check

Check

Check

Check

Check

Check

Document Date

8/27/2013 11:20:14 AM

9/24/2013 1:53:20 PM

10/29/2013 2:44:58 PM

11/20/2013 10:33:29 AM

12/17/2013 2:27:14 PM

1/27/2014 10:39:29 AM

INSTRUCTION-TEACHER

4,336.00

253.18

1,012.72

3 FWH

283.76

1,135.04

4 SWH

154.16

616.64

11 RETIREMENT

305.20

1,300.80

20 AVOTEACTIV

3.60

14.40

21 MEA DUES

19.20

72.00

27 AMER FAM L

71.50

286.00

58 AEA C DUES

24.00

96.00

83 N/C W/HTAX

59.21

236.84

424 FRENIP

222.00

888.00

427 AMER FAM L

30.42

121.68

909 FIRST STAT

2,890.77

11,563.08

GROSS PAY

4,336.00

17,344.00

PRIME BENEFIT

0.00

0.00

LEAVE DESCRIPTION

BALANCE

TAKEN

SICK

10.00

6.00

PERSONAL

4.00

1.00

SICK BANK

5.00

0.00

NET PAY

0.00

Board of Education

Payroll Account

2132

PAY *****VOID*****VOID*** DIRECT DEPOSIT *****VOID*****VOID*****VOID*****

CHECK DATE

04/30/2014

CHECK NO.

2132

AMOUNT

0.00

TO THE ORDER OF

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

2013 W2,
2014 W2

Board of Education
Board of Education

Document Type

W2
W2

Document Date

2/6/2014 9:52:35 AM
1/19/2015 12:27:50 PM

Copy B-To Be Filed With Employee

38-2099003

FEDERAL Tax Return

OMB No. 1545-0008

a Employee soc. sec. no.

1 Wages, tips, other comp.

2 Federal income tax withheld

3 Social security wages

4 Social security tax withheld

5 Medicare wages and tips

6 Medicare tax withheld

c Employer name, address, and ZIP code

State County Board of Education

d Control Number

82

e Employee name, address, and ZIP code

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

12b Code

12c Code

13 Statutory Employee

14 Other

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

Form W-2 Wage and Tax Statement

2013

Dept. of the Treasury - IRS

This information is furnished to the Internal Revenue Service

Copy 2-To Be Filed With Employee State

38-2099003

City or Local Income Tax Return

OMB No. 1545-0008

a Employee soc. sec. no.

1 Wages, tips, other comp.

2 Federal income tax withheld

3 Social security wages

4 Social security tax withheld

5 Medicare wages and tips

6 Medicare tax withheld

c Employer name, address, and ZIP code

d Control Number

82

e Employee name, address, and ZIP code

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

12b Code

12c Code

13 Statutory Employee

14 Other

15 State Employer state ID number

16 State wages, tips, etc.

17 State income tax

18 Local wages, tips, etc.

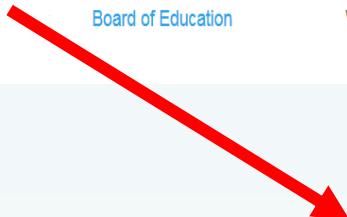
19 Local income tax

20 Locality name

Form W-2 Wage and Tax Statement

2013

Dept. of the Treasury - IRS



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

2015 Truth
2016 Truth

Truth in Salary
Truth in Salary

6/3/2016 10:30:34 AM
1/10/2017 8:52:11 AM

TRS/PEHIP 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
Grand Total of Benefits for Fiscal Year: \$47,555.34

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: \$4,595.00
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–View Employee Documents

Employee can view and print their 1095C documents by selecting 1095C 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

1095C

Search

Document	Document Type	Document Date
2015 ACA1095C	1095C	7/11/2016 3:46:56 PM
2016 ACA1095C	1095C	1/9/2017 2:51:37 PM

1095-C

Employer-Provided Health Insurance Offer and Coverage

Form 1095-C (2016)

VOID

CORRECTED

OMB No. 1545-0047

2016

Part I Employee

1. Name of employee

2. Social security number (SSN)

3. Name of employer

4. Employee identification number (EIN)

5. Street address (including apartment no.)

6. Street address (including room or suite no.)

7. City or town

8. State or province

9. Country and ZIP or foreign postal code

10. City or town

11. State or province

12. Country and ZIP or foreign postal code

Part II Employee Offer and Coverage

13. Plan start month (Enter 2-digit number)

14. Offer of Coverage (or other applicable law)

15. Employee Share of Cost (Monthly payments, if self-only coverage)

16. Applicable deduction (if applicable)

Part III Covered Individuals

17. Name of covered individual

18. SSN

19. DOB (if SSN is not available)

20. Covered all 12 months

21. Months of Coverage

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.

Home-Employee ▾
About ESS


About Employee Self Service

Back Print

Customer: !	BOARD OF EDUCATION
Product Version: 2.15.2.27	
Accounting System: NextGen	
Accounting System Version: 2	

If you have any questions or experience a problem with ABC School Districts ESS site, please contact us at 555.555.5555.

© N. Harris Computer Corporation 2017



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.