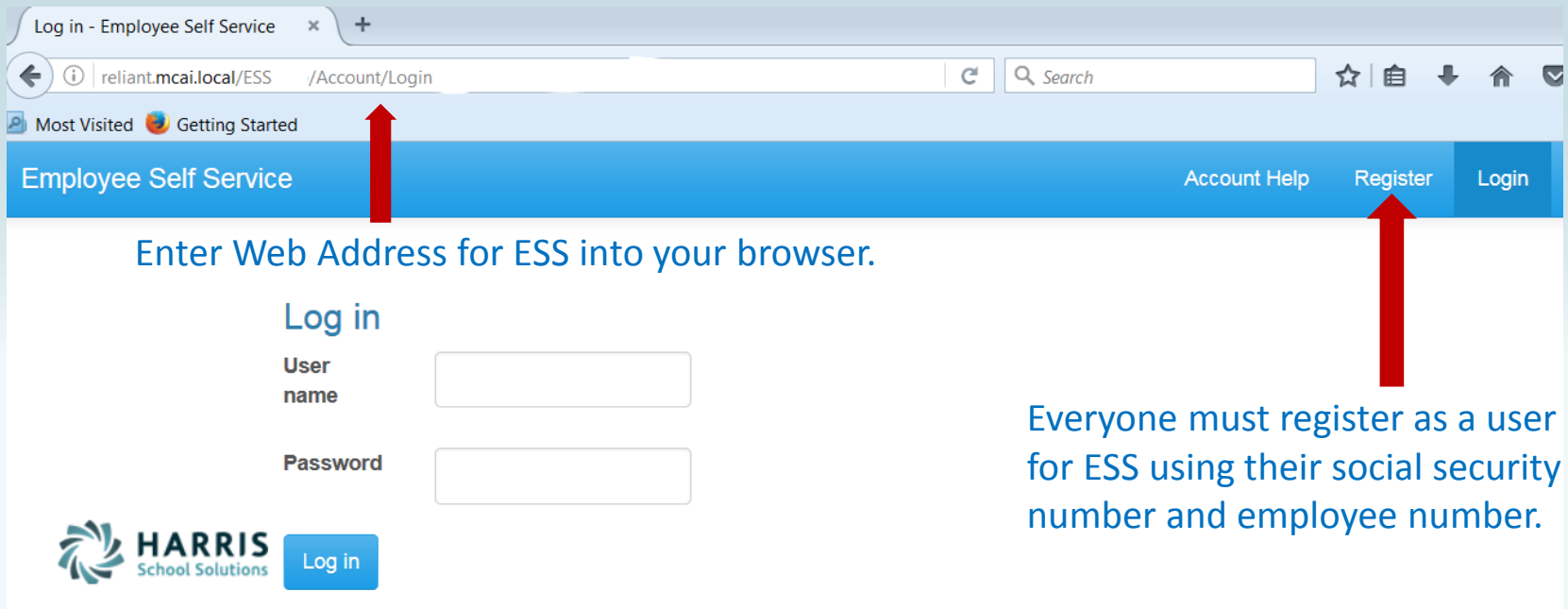# Employee Self Service Lite

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

Enter Web Address for ESS into your browser.

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: **dlKg0-xx2c3iCLQ8rnv_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
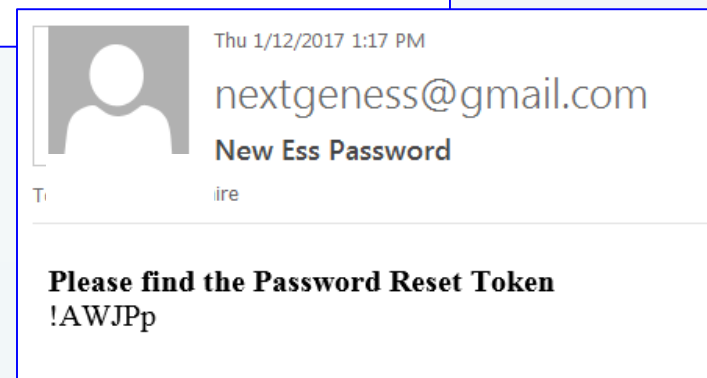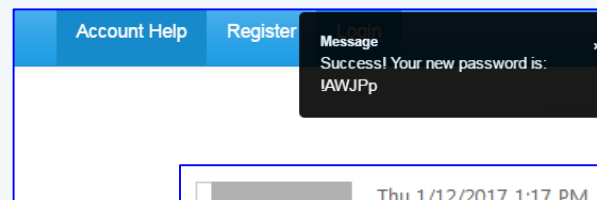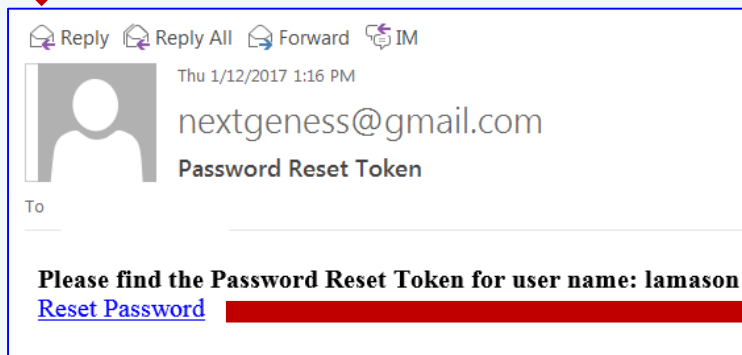
Account Help allows the employee to recover their password.

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 *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).
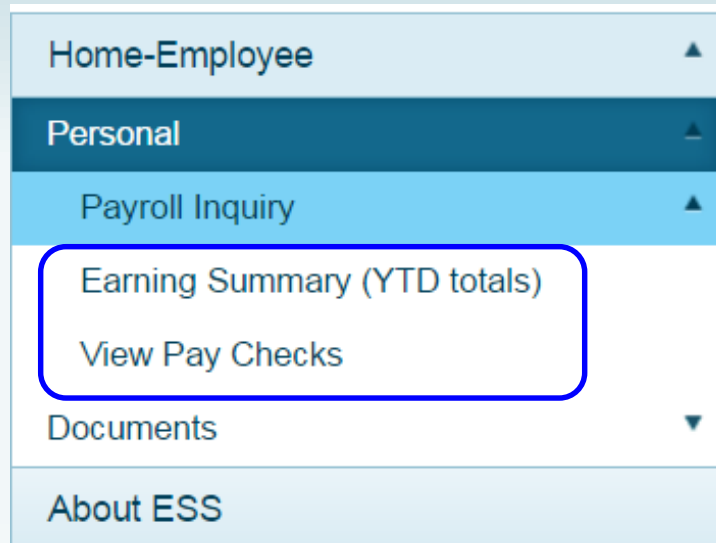
Employee Self Service – Home Menu

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.
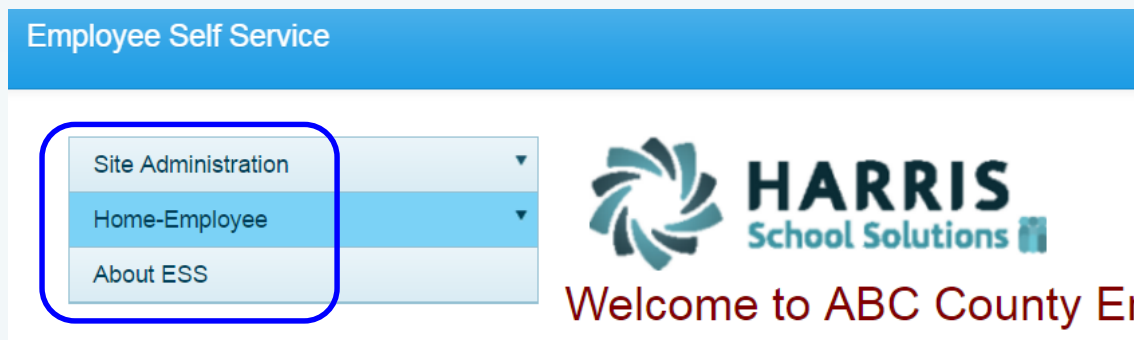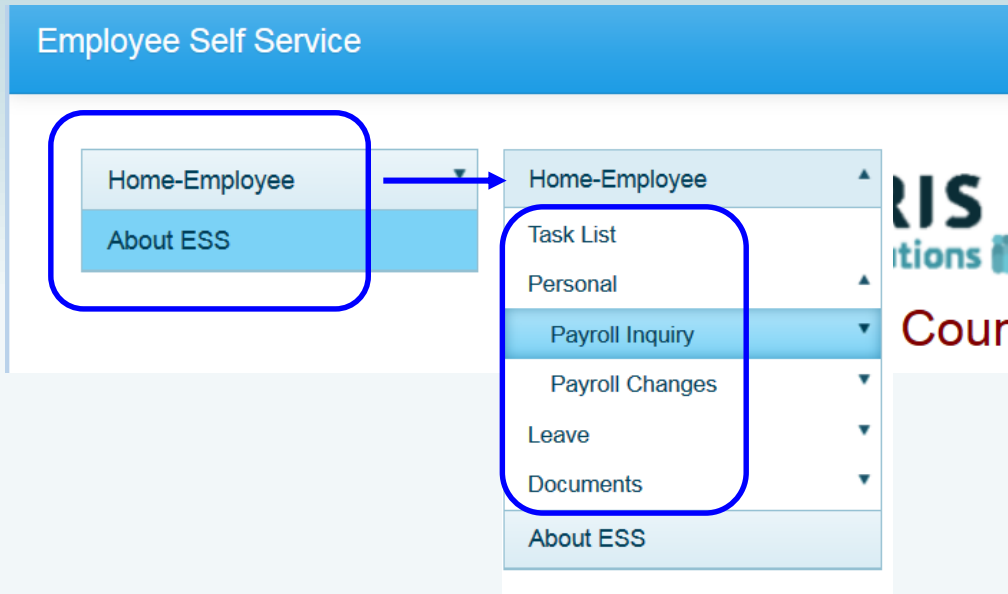
Employee Self Service–Personal/Payroll Inquiry

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.

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.

Employee Self Service – View Pay Checks

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

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.
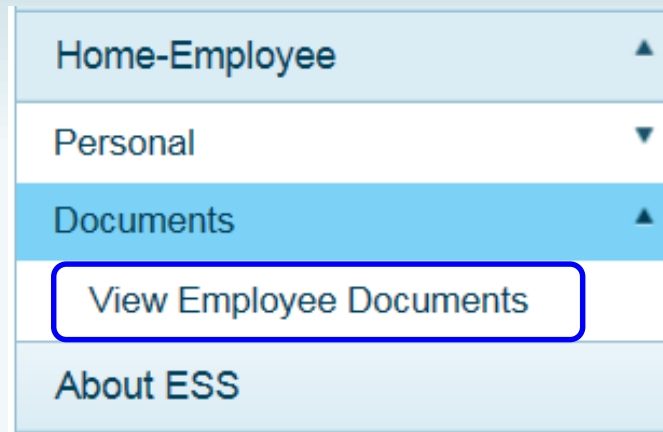

Print toolbar is at bottom of check display.

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

TRS/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
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: $4,585.80
    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–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 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.

Employee Self Service – Manage Account

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

Hello, rsmith   Log Off

Manage Account.

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

Change account   Back

Employee clicks on their user name to manage their account.

Change password

Current password

New password

Confirm new password

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

Employee Information

Employee Number

User Name   rsmith

First Name   ray.

Last Name   Smith

Email   rsmith@harrischools.org

No Alert Emails

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.