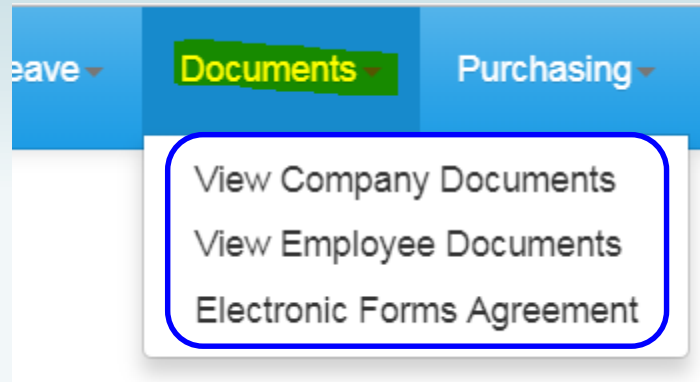


Employee Self Service–Documents

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 document categories. The first category is "ess instructions" with a count of 2 and an upward arrow icon. It contains two links: "ess training" and "more instructions". The second category is "open enrollment" with a count of 1 and an upward arrow icon. It contains one link: "letters".

Document Category	Count	Document Links
ess instructions	2	ess training more instructions
open enrollment	1	letters

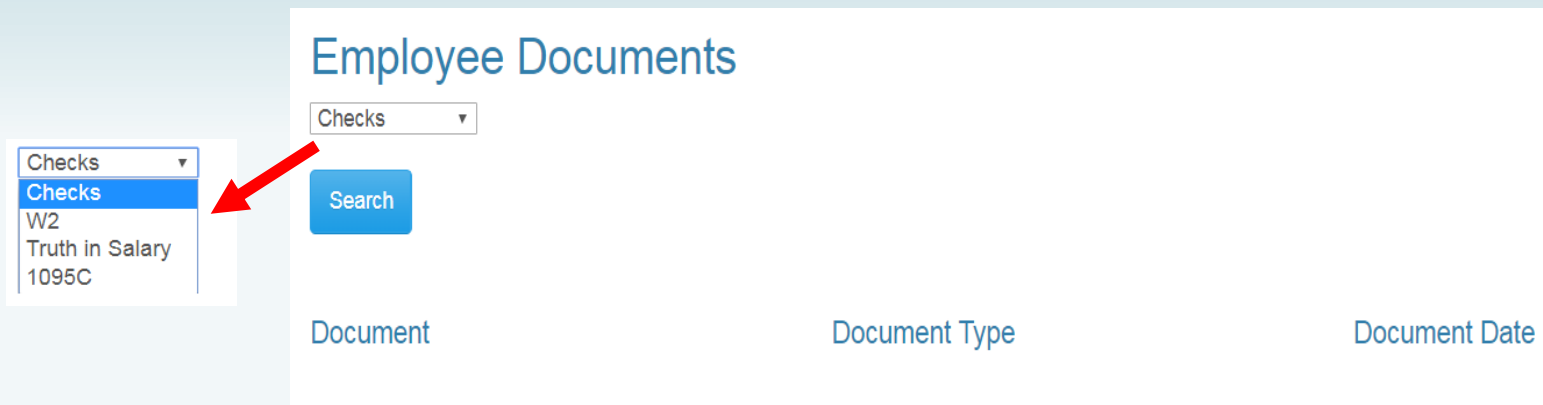
Employee Self Service–View Company Documents

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' section of an Employee Self Service portal. 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 rectangular box. A red arrow points from this box to a preview window on the right. The preview window shows the title page of the 'Employee Policy and Procedures Handbook'. The title page features the 'HARRIS' logo in a stylized blue font at the top, followed by the text 'Employee Policy and Procedures Handbook' in a bold, black font. At the bottom of the preview window, there is a toolbar with various icons for navigation and document management, including a mouse cursor, a hand icon, a minus sign, a plus sign, a '100%' zoom level, a print icon, a refresh icon, a search icon, and a download icon.

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
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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
GROSS PAY		4,336.00	17,344.00	
FRINGE 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***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

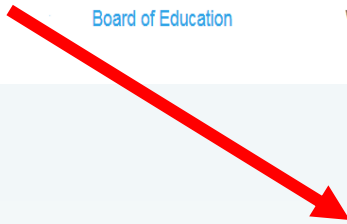
Employee can view and print their W2 records by selecting W2 from drop down and pressing the search button. A list of all the employee W2s by year will be displayed. Employee will click on the W2 to view the detail record. The document will open in a separate browser tab. The W2 can then be printed or 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 ₁	W2	2/6/2014 9:52:35 AM
2014 W2 ₁	W2	1/19/2015 12:27:50 PM



Copy 9-To Be Filed With Employee						38-209903 FEDERAL Tax Return					
a Employee soc. sec. no.						1 Wages, tips, other comp. 18,389.45					
b Employer ID number (EIN)						2 Federal income tax withheld 955.71					
c Employer name, address, and ZIP code						3 Social security wages 20,353.68					
d Control Number						4 Social security tax withheld 1,261.93					
e Employee name, address, and ZIP code						5 Medicare wages and tips 20,353.68					
7 Social security tips						6 Medicare tax withheld 295.09					
8 Allocated tips						c Employer name, address, and ZIP code					
9 Advance EIC payment						d Control Number					
10 Dependent care benefits						e Employee name, address, and ZIP code					
11 Nonqualified plans						7 Social security tips					
12a Code See Inst. for box 12						8 Allocated tips					
DD 9,837.24						9 Advance EIC payment					
13 Statutory Employee						10 Dependent care benefits					
14 Other						11 Nonqualified plans					
CAF 1,836.00						12a Code See Inst. for box 12					
414 1,664.19						DD 9,837.24					
DUE 273.95						13 Statutory Employee					
X						14 Other					
Third-party sick pay						CAF 1,836.00					
12c Code						414 1,664.19					
AL 037615						DUE 273.95					
20,053.68						X					
646.29						Third-party sick pay					
15 State Employer state ID number						12c Code					
16 State wages, tips, etc.						AL 037615					
17 State income tax						20,053.68					
18 Local wages, tips, etc.						646.29					
19 Local income tax						15 State Employer state ID number					
20 Locality name						16 State wages, tips, etc.					
Form W-2 Wage and Tax Statement 2013 Dept. of the Treasury - IRD						17 State income tax					
This information is being furnished to the Internal Revenue Service						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
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%

