



Employee Self Service (ESS)

Version 2.04.0.0

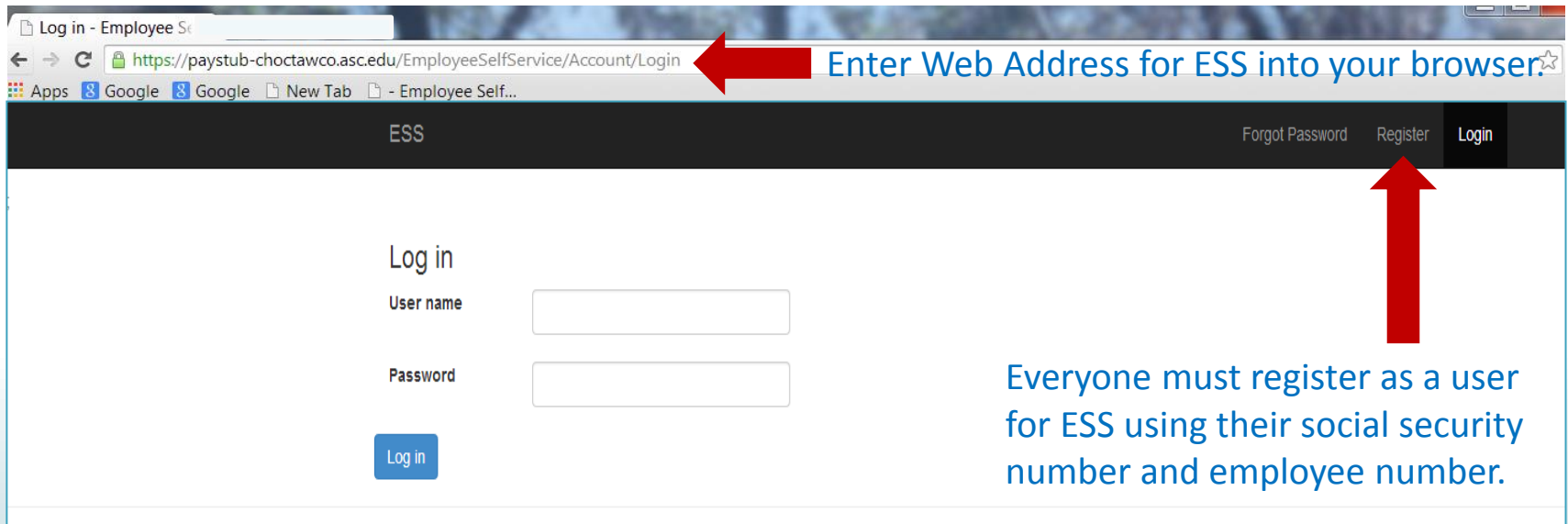
Employee Self Service

Employees can...

- access from any computer
- view their elected withholding, earnings summary, check history, 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

Registration and Forgot Password on Log In screen



The screenshot shows a web browser window with the address bar displaying <https://paystub-choctawco.asc.edu/EmployeeSelfService/Account/Login>. A red arrow points to the address bar with the text "Enter Web Address for ESS into your browser." The browser tabs include "Apps", "Google", "New Tab", and "- Employee Self...". The ESS login page has a dark header with "ESS" on the left and "Forgot Password", "Register", and "Login" on the right. A red arrow points to the "Register" link. The main content area contains a "Log in" section with "User name" and "Password" labels, corresponding input fields, and a "Log in" button. To the right of the login form, blue text states: "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

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 choses their own User Name and Password.


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 maybe 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:

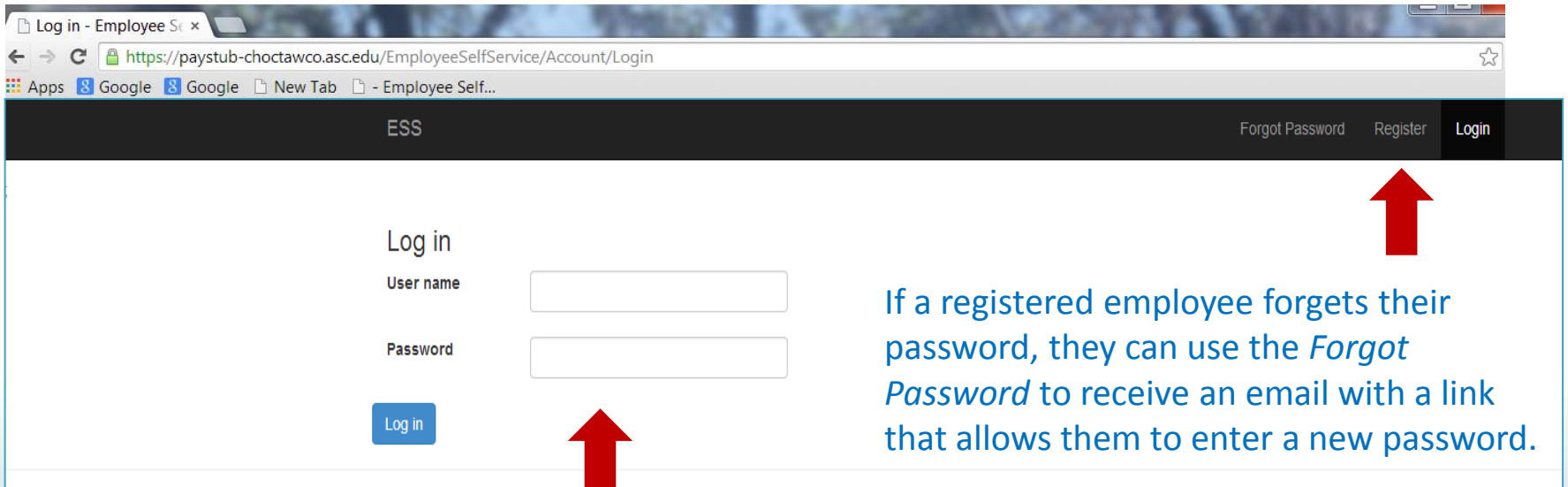
[Confirmation Link](#)

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

Registration and Forgot Password on Log In screen



The screenshot shows a web browser window with the URL <https://paystub-choctawco.asc.edu/EmployeeSelfService/Account/Login>. The page has a dark header with the text "ESS" on the left and three links: "Forgot Password", "Register", and "Login" on the right. A red arrow points to the "Forgot Password" link. Below the header, the "Log in" section contains two input fields: "User name" and "Password", followed by a blue "Log in" button. A red arrow points to the "Log in" button.

ESS

[Forgot Password](#) [Register](#) [Login](#)

Log in

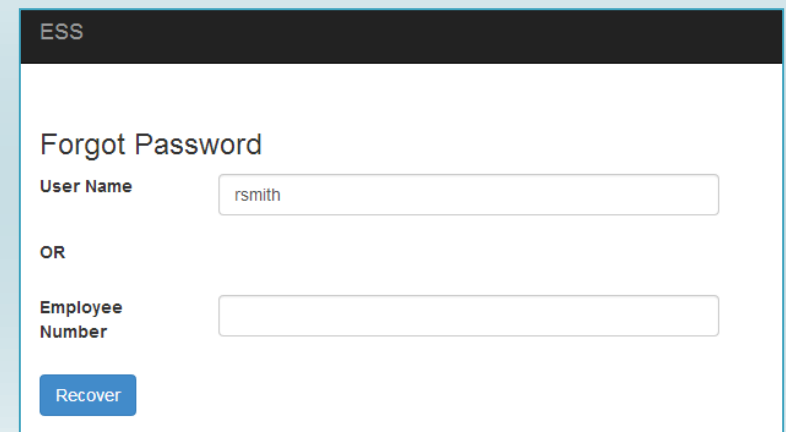
User name

Password

[Log in](#)

If a registered employee forgets their password, they can use the *Forgot Password* to receive an email with a link that allows them to enter a new password.

Once the employee has been confirmed as a user, they can login in with their user name and password.



The screenshot shows the "Forgot Password" screen. It has a dark header with the text "ESS". Below the header, the "Forgot Password" section contains two input fields: "User Name" (with the text "rsmith" entered) and "Employee Number". Below these fields is a blue "Recover" button.

ESS

Forgot Password

User Name

OR

Employee Number

[Recover](#)

Employee Self Service

Employee can view pending requests and completed requests

The screenshot displays the Employee Self Service (ESS) interface. The top navigation bar includes the text 'ESS' on the left and 'Hello, rsmith Log Off' on the right. A left-hand menu lists various options: 'Tasks' (circled in red), 'Demographics', 'Direct Deposit Change', 'Deductions Inquiry', 'W4', 'A4', 'G4', 'Leave ▾', 'Earnings Summary', 'Check Inquiry', and 'About'. The main content area features the 'HARRIS School Solutions' logo. Below the logo, the heading 'My Requests' is followed by a table. A red arrow points from the text 'Employee Pending Request for Changes' to the first row of the table. The table has three columns: 'Date Submitted', 'Request Type', and 'Description'. The first row contains the values '05/28/2014 03:24:41PM', 'Demographic', and 'Demographic Change Request for [redacted]'. Below the table, a blue link 'View My Completed Requests' is shown, with a red arrow pointing from the text 'Completed Requests (approved or rejected) can be view by employee with the View My Completed Requests.' to it.

ESS Hello, rsmith Log Off

Tasks

Demographics

Direct Deposit Change

Deductions Inquiry

W4

A4

G4

Leave ▾

Earnings Summary

Check Inquiry

About

HARRIS
School Solutions

My Requests

Employee Pending Request for Changes

Date Submitted	Request Type	Description
05/28/2014 03:24:41PM	Demographic	Demographic Change Request for [redacted]

[View My Completed Requests](#)

Completed Requests (approved or rejected) can be view by employee with the *View My Completed Requests*.

Employee Self Service

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

The screenshot displays the ESS interface. On the left is a navigation menu with items: Administration, Tasks (circled in red), Demographics, Direct Deposit Change, Deductions Inquiry, W4, A4, G4, Leave, Earnings Summary, Check Inquiry, and About. The main content area features the Harris School Solutions logo and a header with 'Hello, dcook' and a 'Log Off' link. Below the logo, the 'Approver Tasks' section contains a table with columns: Date Submitted, Request Type, Approver Role, and Description. A red arrow points from the 'Tasks' menu item to the 'Approver Tasks' section. Another red arrow points from the 'View Completed Tasks' link to the 'View Completed Tasks' text. A third red arrow points from the 'View My Completed Requests' link to the 'View My Completed Requests' text. The 'Approver Tasks' table has one row: 05/28/2014 03:33:12PM, DirectDepositChangeManu..., PayrollApprover, and Direct Deposit Manual Change Request for [redacted] smith.

ESS Hello, dcook Log Off

Administration ▾
Tasks
Demographics
Direct Deposit Change
Deductions Inquiry
W4
A4
G4
Leave ▾
Earnings Summary
Check Inquiry
About

HARRIS
School Solutions

Approver Tasks

Date Submitted	Request Type	Approver Role	Description
05/28/2014 03:33:12PM	DirectDepositChangeManu...	PayrollApprover	Direct Deposit Manual Change Request for [redacted] smith

[View Completed Tasks](#)

My Requests

Date Submitted	Request Type	Description
----------------	--------------	-------------

[View My Completed Requests](#)

The Approver has the ability to approve or reject pending request from employees on the Task menu.

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

Completed requests (approved or rejected) can be view by employee with the *View My Completed Requests*.

Employee Self Service

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.

The screenshot displays the ESS interface. On the left is a navigation menu with links: Open Tasks, Demographics (circled in red), Direct Deposit Change, Deductions Inquiry, W4, A4, G4, MS4, Leave, Earnings Summary, Check Inquiry, and About. The main content area is titled 'Demographic Change Request' and shows a 'Pending' status with 'Save' and 'Back' buttons. The form contains fields for First Name (RAY), Last Name (SMITH), Email (SMITHR@YAHOO.ORG), Address 1 (313 THOMPSON ROAD), City (MOBILE), State (AL), Zip Code (36606), Home Phone (9857454142), Middle Name, Birthday (3/28/1960), Gender (Female), Address 2, and Cell Phone (2055338523). Below the form is an 'Attachments' section with a 'Select files...' button. A red arrow points from the 'Select files...' button to a 'Choose File to Upload' dialog box. The dialog shows the 'Documents' library with a list of files including '20120110-NextGen W-2 Web', 'AIMLogger', 'Bluetooth Exchange Folder', 'bugsheets', and 'cache'. A red arrow also points from the 'Demographics' link in the navigation menu to the 'Demographic Change Request' form.

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

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

Employees can submit request for direct deposit accounts can be added, deleted or changed.

ESS Hello, Isomebody Log Off

Tasks

Demographics

Direct Deposit Change

Deductions Inquiry

W4

A4

G4

Leave ▾

Earnings Summary

Check Inquiry

About

Edit Direct Deposit Account(s)

[+ Add new record](#) [Cancel changes](#)

Account	Routing	Account Type	Primary	Amount	
0305157056	06200569#	Checking	true	\$0.00	Delete
612420111	26208388#	Checking	false	\$1,100.00	Delete

Where do I find bank account and routing numbers?

[Submit](#)

Confirm

Check Sample

FOR 0305157056 06200569# 0301

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

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

ESS Hello, rsmith Log off

Open Tasks

Demographics

Direct Deposit Change

Deductions Inquiry

W4

A4

G4

MS4

Leave ▾

Earnings Summary

Check Inquiry

About

Edit Direct Deposit Account(s)

Pending

+ Add new record Cancel changes

Account	Routing	Account Type	Primary	Amount	
12396320	062000019	Savings	false	\$5.00	× Delete
852144784	065300279	Checking	true	\$0.00	× Delete
852747474	065300279	Savings	false	\$39.00	× Delete

Where do I find bank account and routing numbers?

Save Back

Attachments

Select files...

C:\Users\palmire\Documents\Welc...

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

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

ESS

Hello, etaylor Log Off

Tasks

Demographics

Direct Deposit Change

Deductions Inquiry

W4

A4

G4

Leave ▾

Earnings Summary

Check Inquiry

About

Deductions

Deduction	Employee Cost	Employer Cost	
VALIC - G.F.	1.0000 %	\$0.00	▲
POCO - G.F.	\$402.00	\$0.00	
HEALTH-CERT. - GF/SHELTERED	\$401.48	\$10.00	
HEALTH-CERT. - ADDL-GHIPART	\$0.00	\$945.00	
VISION INSURANCE	\$13.97	\$0.00	
FLEX SPENDING MEDICAL RMB	\$208.33	\$0.00	
UNUM BOARD PAID LIFE	\$0.00	\$0.64	
UNUM DISABILITY	\$66.99	\$0.00	
UNUM PRODUCTS	\$19.89	\$0.00	
TRS RETIREMENT	6.0000 %	12.2800 %	▼

Employee Self Service

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

ESS Hello, etaylor Log Off

Tasks

Demographics

Direct Deposit Change

Deductions Inquiry

W4

A4

G4

Leave ▾

Earnings Summary

Check Inquiry

About

Current Withholding Allowances

Type	Tax Status	Allowances	Addl. Amt	Exempt
Federal	Single	1	100.00	<input type="checkbox"/>
State	MarriedButWithholdAtHigherSingleRate	0	0.00	<input type="checkbox"/>

Submit

Form W-4 Employee's Withholding Allowance Certificate

OMB No. 1545-0074
2014

► 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

1. Your first name and middle initial
ELIZABETH

Last Name
JACKSON

2. Your social security number
XXX-XX-0541

Home address (number and street or rural route) Address 3
888 SOUTH

Single

Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.

City or town, state, and ZIP code
MOBILE, AL 36608

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 1

6. Additional amount, if any, you want withheld from each paycheck 6 \$ 100.00

7. I claim exemption from withholding for 2014, 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 7

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.) ELIZABETH JACKSON ►

Date ► 5/28/2014

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

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

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

Employee's current State withholding information is displayed.

Employee can view 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.

ESS Hello, Isomebody [Log Off](#)

Tasks

Demographics

Direct Deposit Change

Deductions Inquiry

W4

A4

G4

Leave ▾

Earnings Summary

Check Inquiry

About

Current State of Alabama Employee's Withholding Allowances

Letter Used	Allowances	Addl. Amt	Exempt
S	0	0.00	<input type="checkbox"/>

[A4 Instructions](#)

[Save](#)

FORM
A-4 REV. 11/20

ALABAMA DEPARTMENT OF REVENUE
Employee's Withholding Exemption Certificate

EMPLOYEE'S FULL NAME LYNN SOMEBODY SOCIAL SECURITY NO. XXX-XX-2495

HOME ADDRESS 2495 MAIN STREET CITY MOBILE STATE AL ZIP 36688

SIGNATURE (LYNN SOMEBODY) DATE (5/28/2014)

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.
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.
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. If you meet the conditions set forth under the Military Spouses Residency Relief Act and will have no Alabama income tax liability, skip lines 1-5, write "EXEMPT" on line 6, sign and date Form A-4 and file it with your employer. See instructions on the back of Form A-4 for documentation you must provide to qualify.
7. If you had no Alabama income tax liability last year and you anticipate no Alabama income tax liability this year, you may claim an exemption from Alabama withholding tax. Skip lines 1-5, write "EXEMPT" on line 7, sign and date Form A-4 and file it with your employer. See instructions on the back of Form A-4 to be sure you qualify.

LINE 8 BELOW TO BE COMPLETED BY YOUR EMPLOYER

8. TOTAL EXEMPTIONS (Example: Employee claims "M" on line 3 and 2 on line 4. Employer should use column headed M-2 in the Withholding Tax Tables and Instructions for Employers.)

EMPLOYER NAME FEIN EMPLOYER STATE ID

Employee Self Service

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

ESS Hello, ahenry Log off

Open Tasks

Demographics

Direct Deposit Change

Deductions Inquiry

W4

G4

MS4

Leave -

Earnings Summary

Check Inquiry

Company Documents

About

Current State of Georgia Employee's Withholding Allowances

Withholding Status	Dependents	Emp./Spouse	Addl. Allowances	Addl. Amt	Exempt
B-married joint both working	3	2	0	10.00	<input type="checkbox"/>

G4 Instructions

Save Back

Form G-4 (Rev. 1/13)

STATE OF GEORGIA EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

1a. YOUR FULL NAME 1b. YOUR SOCIAL SECURITY NUMBER

2a. HOME ADDRESS (Number, Street, or Rural Route) 2b. CITY, STATE AND ZIP CODE

PLEASE READ INSTRUCTIONS BEFORE COMPLETING LINES 3-8

3. MARITAL STATUS
(If you do not wish to claim an allowance, enter "0" in the brackets beside your marital status.)

A. Single: Enter 0 or 1

B. Married Filing Joint, both spouses working: Enter 0 or 1

C. Married Filing Joint, one spouse working: Enter 0 or 1 or 2

D. Married Filing Separate: Enter 0 or 1

E. Head of Household: Enter 0 or 1

4. DEPENDENT ALLOWANCES

5. ADDITIONAL ALLOWANCES
(worksheet below must be completed)

6. ADDITIONAL WITHHOLDING

WORKSHEET FOR CALCULATING ADDITIONAL ALLOWANCES

(Must be completed in order to enter an amount on step 5)

1. COMPLETE THIS LINE ONLY IF USING STANDARD DEDUCTION:
Yourself: ☐ Age 65 or over ☐ Blind
Spouse: ☐ Age 65 or over ☐ Blind
Number of boxes checked x 1300.....

2. ADDITIONAL ALLOWANCES FOR DEDUCTIONS:
A. Federal Estimated Itemized Deductions

B. Georgia Standard Deduction (enter one):
Single/Head of Household \$2,300 ☒
Each Spouse \$1,500 ☐

C. Subtract Line B from Line A

D. Allowable Deductions to Federal Adjusted Gross Income

E. Add the Amounts on Lines 1, 2C, and 2D

F. Estimate of Taxable Income not Subject to Withholding

G. Subtract Line F from Line E (If zero or less, stop here)

H. Divide the Amount on Line G by \$3,000. Enter total here and on Line 5 above

(This is the maximum number of additional allowances you can claim. If the remainder is over \$1500 round up)

Update Line 5

7. Letter Used (Marital Status A, B, C, D, or E) Total Allowances (Total of Lines 3-5)

(Employer: The letter indicates the tax tables in the Employer's Tax Guide)

8. EXEMPT: (Do not complete Lines 3 - 7 if claiming exempt) Read the Line 8 instructions on page 2 before completing this section.

a) I claim exemption from withholding because I incurred no Georgia income tax liability last year and I do not expect to have a Georgia income tax liability this year. Check here ☐

b) I certify that I am not subject to Georgia withholding because I meet the conditions set forth under the Servicemembers Civil Relief Act as amended by the Military Spouses Residency Relief Act as provided on page 2. My state of residence is last year and I do not expect to have a Georgia income tax liability this year. The states of residence must be the same to be exempt. Check here ☐

I certify under penalty of perjury that I am entitled to the number of withholding allowances or the exemption from withholding status claimed on this Form G-4. Also, I authorize my employer to deduct per pay period the additional amount listed above.

Employee Signature: # Date: 12/9/2014

EMPLOYER NAME/ADDRESS EMPLOYER FEIN EMPLOYER STATE ID

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

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

Open Tasks

Demographics

Direct Deposit Change

Deductions Inquiry

W4

A4

G4

MS4

Leave -

Earnings Summary

Check Inquiry

Company Documents

About

Current State of Mississippi Employee's Withholding

Withholding Status	Dependents	Emp./Spouse	Addl. Allowances	Addl. Amt	Total Exempt Amt	Exempt
Single	0	0	0	0.00	0.00	<input checked="" type="checkbox"/>

MS4 Instructions

Save Back

Form 89-350-13-6-1-000 (Rev. 12/13)

MISSISSIPPI EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE

Employee's Name SSN

Employee's Residence Address BAY ST LOUIS MS 39521
City or Town State Zip

	Amount Claimed
Single <input type="checkbox"/> Enter \$6,000 as exemption	0
Marital Status (Check One) <input type="checkbox"/> (a) Spouse NOT employed: Enter \$12,000	0
<input type="checkbox"/> (b) Spouse IS employed: Enter that part of \$12,000 claimed by you in multiples of \$500. See instructions 2(b) below	0
Head of Family <input type="checkbox"/> Enter \$9,500 as exemption. To qualify as head of family, you must be single and have a dependent living in the home with you. See instructions 2(c) and 2(d) below	0
Dependents <input type="text" value="0"/> You may claim \$1,500 for each dependent*, other than for taxpayer and spouse, who receives chief support from you and who qualifies as a dependent for Federal income tax purposes. * A head of family may claim \$1,500 for each dependent excluding the one which qualifies you as head of family. Multiply number of dependents claimed by you by \$1,500.	0
Age and Blindness • Age 65 or older <input type="checkbox"/> Husband <input type="checkbox"/> Wife <input type="checkbox"/> Single • Blind <input type="checkbox"/> Husband <input type="checkbox"/> Wife <input type="checkbox"/> Single Multiply the number of blocks checked by \$1,500. Enter the amount claimed. * Note: No exemption allowed for age or blindness for dependents.	0
TOTAL AMOUNT OF EXEMPTION CLAIMED	0
Additional dollar amount of withholding per pay period if agreed to by your employer.	0
SCRA <input type="checkbox"/> If you meet the conditions set forth under the Service Member Civil Relief Act, as amended by the Military Spouses Residency Relief Act, and have no Mississippi tax liability, write "Exempt" on Line 8. You must attach a copy of the Federal Form DD-2058 and a copy of your Military Spouse ID Card to this form so your employer can validate the exemption claim.	

I declare under the penalties imposed for filing false reports that the amount of exemption claimed on this certificate does not exceed the amount to which I am entitled or I am entitled to claim exempt status.

Employee Signature: WENDY Date: 12/9/2014

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

Employee can view current leave balances or view leave history for a specific date range.

ESS

Hello, Isomebody Log Off

Tasks

Demographics

Direct Deposit Change

Deductions Inquiry

W4

A4

G4

Leave ▾

Earnings Summary

Check Inquiry

About

Leave Balance Summary

Description	Hrs/Days	Accum. Rate	Prior Yr. Bal.	Current Earned	YTD Used	Balance
1 - SICK - 240 Acctg Specialist	D	12.00	182.76	0.00	0.00	182.76
2 - PERSONAL - 240 Acctg Specialist	D	3.00	0.00	3.00	0.00	3.00
3 - VACATION - 240 Acctg Specialist	D	10.00	0.00	0.00	0.00	0.00
BV - Banked Vacation - 240 Acctg Specialist	D	0.00	0.00	0.00	0.00	0.00
SB - SICK BANK - 240 Acctg Specialist	D	999.00	2.00	0.00	0.00	2.00

Leave History

Start Date 1/1/2013 End Date 5/30/2014

Date	Hrs/Days ▲	Description	Used
01/04/2013	D	VACATION	1.00
02/11/2013	D	PD - No Sub	1.00
02/12/2013	D	PD - No Sub	1.00
03/04/2013	D	PD - No Sub	1.00
03/05/2013	D	PD - No Sub	1.00
04/12/2013	D	VACATION	1.00

Balances and detail records displayed here reflect leave taken and leave earned through the last completed payroll.

Employee Self Service

Employees can view earnings summary by year.

ESS

Hello, Isomebody [Log Off](#)

Tasks

[Demographics](#)

[Direct Deposit Change](#)

[Deductions Inquiry](#)

[W4](#)

[A4](#)

[G4](#)

[Leave ▾](#)

[Earnings Summary](#)

[Check Inquiry](#)

[About](#)

Earnings Summary

Earnings Year

2014 ▾

Gross Wages

0.00

Federal Wages

0.00

Federal Tax Withheld

0.00

Social Security Wages

0.00

Social Security Tax Withheld

0.00

Medicare Wages

0.00

Medicare Tax Withheld

0.00

State Wages

0.00

State Tax Withheld

0.00

Employee Self Service

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.

ESS

Tasks

- Demographics
- Direct Deposit Change
- Deductions Inquiry
- W4
- A4
- G4
- Leave ▾
- Earnings Summary**
- Check Inquiry
- About

Earnings Summary

Earnings Year

[View W2](#)

Gross Wages	64248.71
Federal Wages	52898.69
Federal Tax Withheld	6815.14
Social Security Wages	15837.21
Social Security Tax Withheld	981.90
Medicare Wages	57387.13
Medicare Tax Withheld	832.12
State Wages	52898.69
State Tax Withheld	2889.78

Document Viewer

Page: 1 of 1

Copy B-To Be Filed With Employee
FEDERAL Tax Return

38-2099803
OMB No. 1545-0008

a Employee soc. sec. no. 222-20-0541	1 Wages, tips, other comp. 52,898.69	2 Federal income tax withheld 6,815.14
b Employer ID number (EIN) 58-6000999	3 Social security wages 15,837.21	4 Social security tax withheld 981.90
	5 Medicare wages and tips 57,387.13	6 Medicare tax withheld 832.12
c Employer name, address, and ZIP code HARRIS SCHOOL DISTRICT BOE P.O. BOX 999 ATHENS, GA 30601		
d Control Number 112		
e Employee name, address, and ZIP code ELIZABETH TAYLOR 541 EAST MAIN STREET ROME, GA 30161		
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 14,825.32
13 Statutory Employee RET Retirement plan X Third-party sick pay	14 Other CAF 3,845.91 6,881.58	12b Code E 642.53 12c Code 12d Code
GA 7497800-ZZ	52,898.69	2,889.78
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 being furnished to the Internal Revenue Service

Print

Employee Self Service

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

ESS

Hello, etaylor Log Off

Tasks

Demographics

Direct Deposit Change

Deductions Inquiry

W4

A4

G4

Leave ▾

Earnings Summary

Check Inquiry

About

My Checks

Start Date 1/1/2013 End Date 5/30/2014


Check Date	Check Number	Pay Period Ending	Gross	Net
12/31/2013	49130 - (Statement)	12/17/2013	\$5,852.85	\$2,847.40
11/30/2013	486556 - (Statement)	11/30/2013	\$6,002.85	\$2,938.39
10/31/2013	485664 - (Statement)	10/15/2013	\$5,852.85	\$2,847.40
08/30/2013	482829 - (Statement)	08/30/2013	\$5,817.52	\$3,421.11
07/30/2013	481903 - (Statement)	07/31/2013	\$5,817.52	\$3,421.11
06/27/2013	480815 - (Statement)	06/30/2013	\$5,817.52	\$3,421.11
05/30/2013	479645 - (Statement)	05/31/2013	\$5,817.52	\$3,421.11
04/29/2013	478426 - (Statement)	04/30/2013	\$5,817.52	\$3,421.11
03/28/2013	477231 - (Statement)	03/29/2013	\$5,817.52	\$3,421.11
02/28/2013	476029 - (Statement)	02/15/2013	\$5,817.52	\$3,421.11
01/30/2013	474796 - (Statement)	01/31/2013	\$5,817.52	\$3,421.11

Employee Self Service

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


Check Detail

lois somebody

Print button. 

Check Information

Check Date: 03/29/2013
Pay Period Ending: 03/10/2013
Check Number: 9076920
Note:



Net Pay

Category	Current	Ytd
Gross Pay	\$5,872.00	\$17,616.00
Total Deductions - Mandatory	(\$1,510.30)	(\$4,530.90)
Total Deductions - Other	(\$1,007.65)	(\$3,022.95)
Net Pay	\$3,354.05	\$10,062.15

Earnings

Category	Current	Ytd	Hrs
REGULAR	\$5,872.00	\$17,616.00	0.00
Total Earnings	\$5,872.00	\$17,616.00	0.00

Bank Accounts

Category	Account	Amount
		\$2,254.05
		\$1,100.00
Total Earnings		\$3,354.05

Deductions - Mandatory

Category	Current	Ytd
Federal	\$874.05	\$2,622.15
FICA	\$424.77	\$1,274.31
State	\$211.48	\$634.44
Total Deductions - Mandatory	\$1,510.30	\$4,530.90

Deductions - Other

Category	Current	Ytd
RETIREMENT WITHHOLDING	\$440.40	\$1,321.20
HEALTH - CAFE	\$260.00	\$780.00
SUN LIFE VOLUNTARY LIFE INS	\$32.25	\$96.75
RSA-1 457	\$200.00	\$600.00
PEEHIP MEDICAL REIMBURSEMENT	\$75.00	\$225.00
Total Deductions - Other	\$1,007.65	\$3,022.95

Employee Self Service

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.

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
SICK LEAVE	19.00	0.50	FNB POLK	2,847.40	30,216.28
GROSS PAY	5,852.85	52,393.01			
FRINGE BENEFIT	0.00	0.00			
LEAVE DESCRIPTION	BALANCE	TAKEN			
			NET DEPOSIT 0.00		

Open Enrollment - October 21-November 8, 2013

CSI TECHNOLOGY OUTFITTERS
MOBILE, ALABAMA

485664

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

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

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

NON-NEGOTIABLE DIRECT DEPOSIT


Print toolbar is at bottom of check display.

Employee Self Service

The *About* option list the Districts contact information for Employee Self Service.

ESS Hello, dcook Log off

Administration ▾
Open Tasks
Demographics
Direct Deposit Change
Deductions Inquiry
W4
A4
G4
MS4
Leave ▾
Earnings Summary
Check Inquiry
About

 **HARRIS**
School Solutions

About Employee Self Service

[Back](#)

Customer:	BOARD OF EDUCATION
Product Version:	2.04.0.0
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.

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Employee Self Service

Employee can manage their ESS account.

The screenshot shows the Employee Self Service (ESS) interface. At the top, a dark header bar contains the text "ESS" on the left and "Hello, etaylor" followed by a "Log Off" link on the right. The "Hello, etaylor" text is circled in red, with a red arrow pointing to it from the right. Below the header, a left sidebar lists navigation options: "Tasks", "Demographics", "Direct Deposit Change", "Deductions Inquiry", "W4", "A4", "G4", "Leave", "Earnings Summary", "Check Inquiry", and "About". The main content area is titled "Manage Account." and includes the text "You're logged in as etaylor." and a "Change account" button. Below this is a "Change password" section with three input fields: "Current password", "New password", and "Confirm new password". A red arrow points to the "Current password" field from the right. Further down is the "Employee Information" section with several input fields: "Employee Number" (containing "1026"), "User Name" (containing "etaylor"), "First Name" (containing "Elizabeth"), "Last Name" (containing "Taylor"), and "Email" (containing "tboerst@harriscomputer.com"). A red arrow points to the "First Name" field from the right. At the bottom of this section is a "No Alert Emails" checkbox, which is currently unchecked. A red arrow points to this checkbox from the right. To the right of the "Change password" and "Employee Information" sections, there are two blue text annotations with red arrows pointing to the "Current password" field and the "First Name" field, respectively. A third blue text annotation is positioned below the "No Alert Emails" checkbox, with a red arrow pointing to it.

ESS

Hello, etaylor Log Off

Tasks

Demographics

Direct Deposit Change

Deductions Inquiry

W4

A4

G4

Leave ▾

Earnings Summary

Check Inquiry

About

Manage Account.

You're logged in as etaylor.

Change account

Change password

Current password

New password

Confirm new password

Employee Information

Employee Number 1026

User Name etaylor

First Name Elizabeth

Last Name Taylor

Email tboerst@harriscomputer.com

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 user name.

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