



Employee Self Service Lite

Version 2.13.0

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.
- Questions: Contact Debbie Voce at Ext. 61707 or dvoce@madison.k12.al.us
- Web Address is:
<https://docviewer.madison.k12.al.us/employeeselfservice>

Employee Self Service – Register

Registration and Forgot Password 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: **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 – Forgot Password

Registration and Forgot Password on Log In screen

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. The *Forgot Password* will not work if the employee's account has not been confirmed (see previous screen).

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

ESS

Forgot Password

User Name

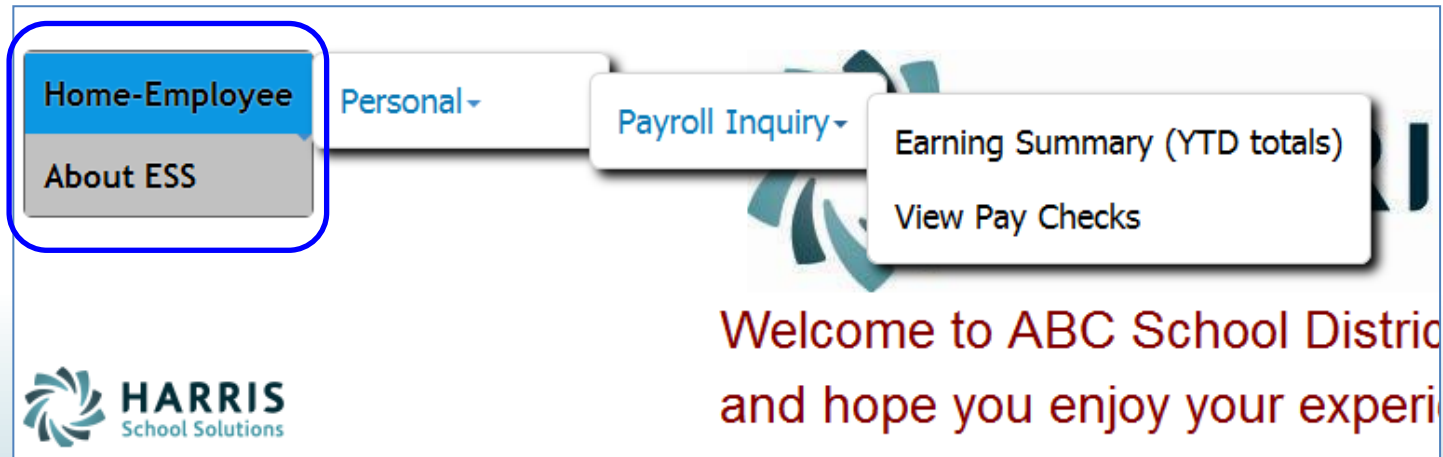
OR

Employee Number

Recover

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.



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			38-2099803 OMB No. 1545-0008			Copy 2-To Be Filed With Employee State City, or Local Income Tax Return			38-2099803 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			7 Social security tips								
8 Allocated tips			8 Allocated tips								
9 Advance EIC payment			9 Advance EIC payment								
10 Dependent care benefits			10 Dependent care benefits								
11 Nonqualified plans			11 Nonqualified plans								
12a Code See inst. for box 12 DD 9,837.24			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 1,636.00	G 300.00		CAF 1,636.00	G 300.00						
Retirement plan	414 1,664.19	12c Code	Retirement plan	414 1,664.19	12c Code						
X	DUE 273.95		X	DUE 273.95							
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
This information is being furnished to the Internal Revenue Service

Form W-2 Wage and Tax Statement 2013 Dept. of the Treasury - IRS

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

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			
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***			
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.

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Print

Zoom

Page

Back

Forward

Home

Search

Employee Self Service – Manage Account

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

The screenshot displays the 'Employee Self Service' interface. At the top, a grey toolbar contains the text 'Employee Self Service' on the left and 'Hello, rsmith' and 'Log Off' on the right. The 'Hello, rsmith' text is circled in red, with a red arrow pointing to it from the text 'Employee clicks on their user name to manage their account.' Below the toolbar, on the left, are two buttons: 'Home-Employee' and 'About ESS'. The main content area is titled 'Manage Account.' and shows 'You're logged in as rsmith.' with two buttons: 'Change account' and 'Back'. Below this is the 'Change password' section, which includes three input fields: 'Current password', 'New password', and 'Confirm new password'. A red arrow points to the 'New password' field with the text 'The employee can change their password by entering their current password and the new password.' The 'Employee Information' section follows, containing several input fields: 'Employee Number' (643), 'User Name' (rsmith), 'First Name' (raylee), 'Last Name' (Smith), and 'Email' (rsmith@harrisschools.org). A red arrow points to the 'First Name' field with the text 'The employee can change the name and email address associated with their ESS account.' At the bottom of this section is a 'No Alert Emails' toggle switch, which is currently turned off. A red arrow points to this toggle with the text 'The employee can choose not to receive email alerts for requests and approvals in ESS.'

Employee Self Service

Hello, rsmith Log Off

Home-Employee
About ESS

Manage Account.
You're logged in as rsmith.
Change account Back

Change password
Current password
New password
Confirm new password

Employee Information
Employee Number 643
User Name rsmith
First Name raylee
Last Name Smith
Email rsmith@harrisschools.org
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.