



HARRIS

Employee Self Service (ESS)

Version 2.12.0

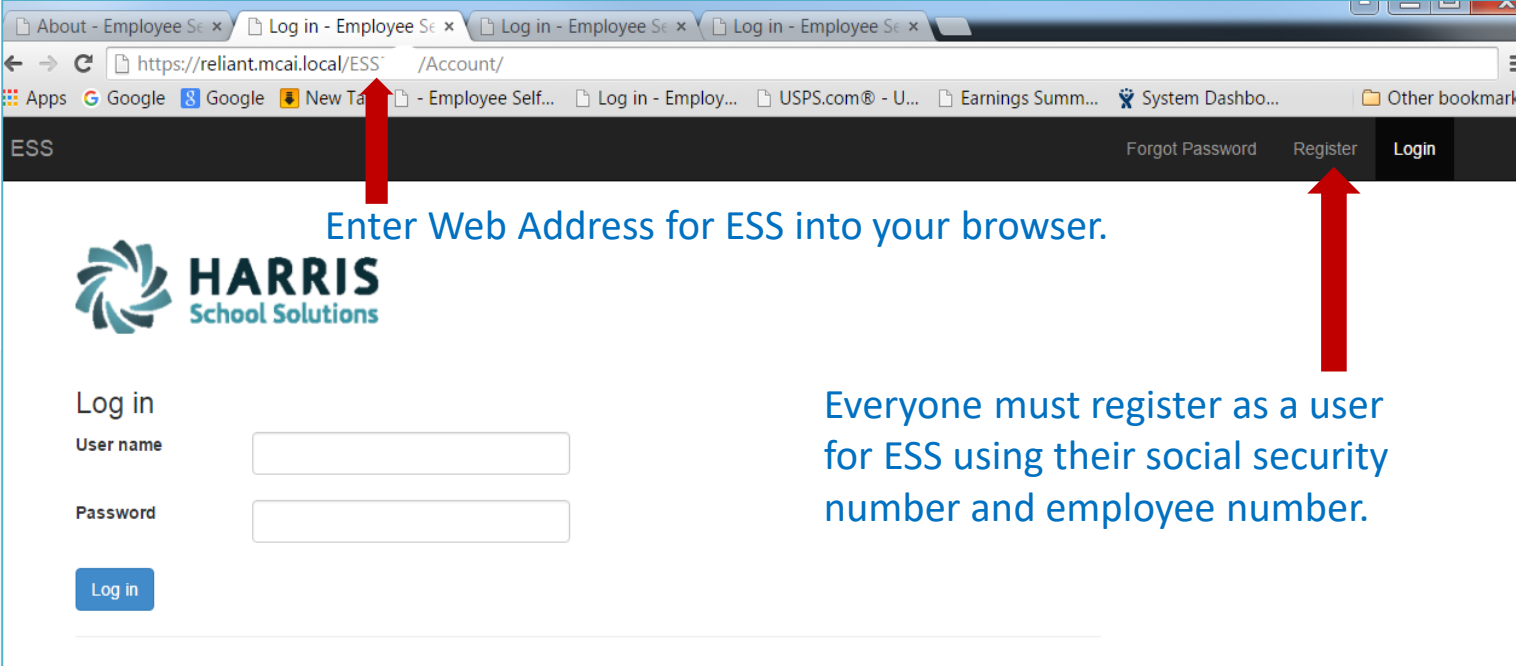
Employee Self Service

Employees can...

- access from any computer.
- view their elected withholding, earnings summary, check history, company documents, 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 – Register

Registration and Forgot Password on Log In screen



The screenshot shows a web browser window with the URL <https://reliant.mcai.local/ESS/Account/>. The browser's address bar is highlighted with a red arrow pointing to the text "Enter Web Address for ESS into your browser." The browser's address bar contains the text "https://reliant.mcai.local/ESS/Account/". The browser's address bar also contains the text "About - Employee Se x", "Log in - Employee Se x", "Log in - Employee Se x", and "Log in - Employee Se x". The browser's address bar also contains the text "Apps", "Google", "Google", "New Ta", "- Employee Self...", "Log in - Employ...", "USPS.com® - U...", "Earnings Summ...", "System Dashbo...", and "Other bookmark". The browser's address bar also contains the text "ESS", "Forgot Password", "Register", and "Login". The browser's address bar also contains the text "HARRIS School Solutions". The browser's address bar also contains the text "Log in", "User name", "Password", and "Log in". The browser's address bar also contains the text "Everyone must register as a user for ESS using their social security number and employee number." The browser's address bar also contains the text "NOTE: Internet Explorer version 9 and below are not supported in ESS. The Internet Explorer browser must be version 10 or above."

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




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

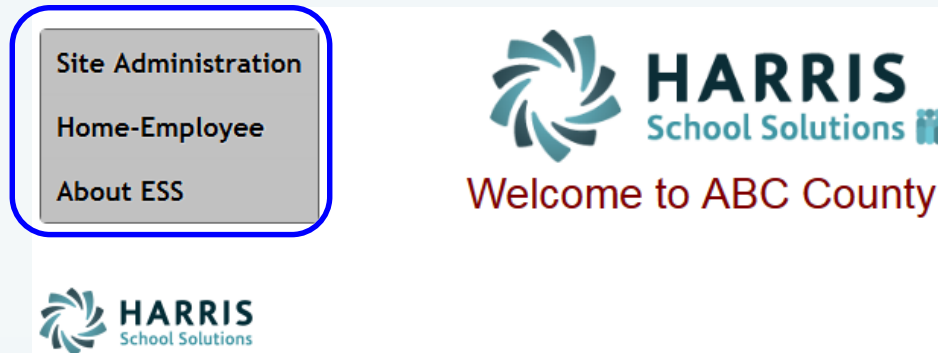
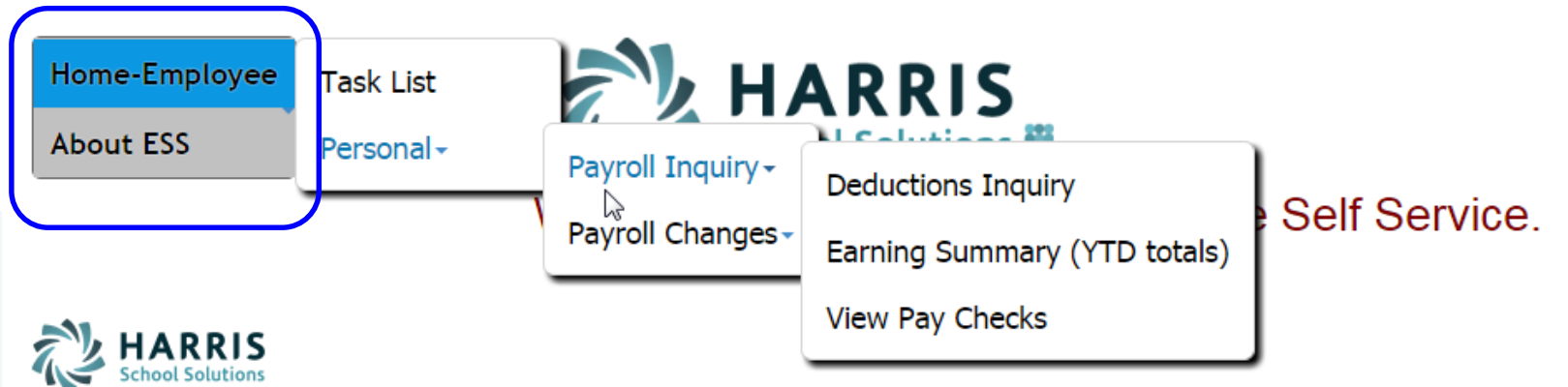
OR

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. If user is an Administrator for ESS, they will also see Site Administration in their Home screen menu options.



Employee Self Service - Task List

Employee can view or cancel pending requests and view past requests.



Employee Pending Request for Changes

My Pending Requests

Date Submitted	Request Type	Description	
06/03/2016 03:10:26PM	Demographic	Demographic Change Request for BRENDA ANDY	<input type="button" value="x Cancel"/>

[View My Past/Current Requests](#)



Completed Requests (approved or rejected) can be viewed by the employee with the *View My Past/Current Requests*.



Pending requests (unapproved) can be cancelled by employee.

Employee Self Service – Task List

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

Home-Employee **Task List** Personal ▾
About ESS

Approver Tasks

Date Submitted	Request Type	Approver Role	Description
05/11/2016 03:42:30PM	Demographic	HrApprover	Demographic Change Request for Deedee Cooker
05/26/2016 05:01:49PM	Demographic	HrApprover	Demographic Change Request for RAYLEE SMITHEE
06/03/2016 03:10:26PM	Demographic	HrApprover	Demographic Change Request for BRENDA ANDY

[View Completed Approver Tasks](#)

My Pending Requests

Date Submitted	Request Type	Description	
05/11/2016 03:42:30PM	Demographic	Demographic Change Request for Deedee Cooker	<input type="button" value="x Cancel"/>

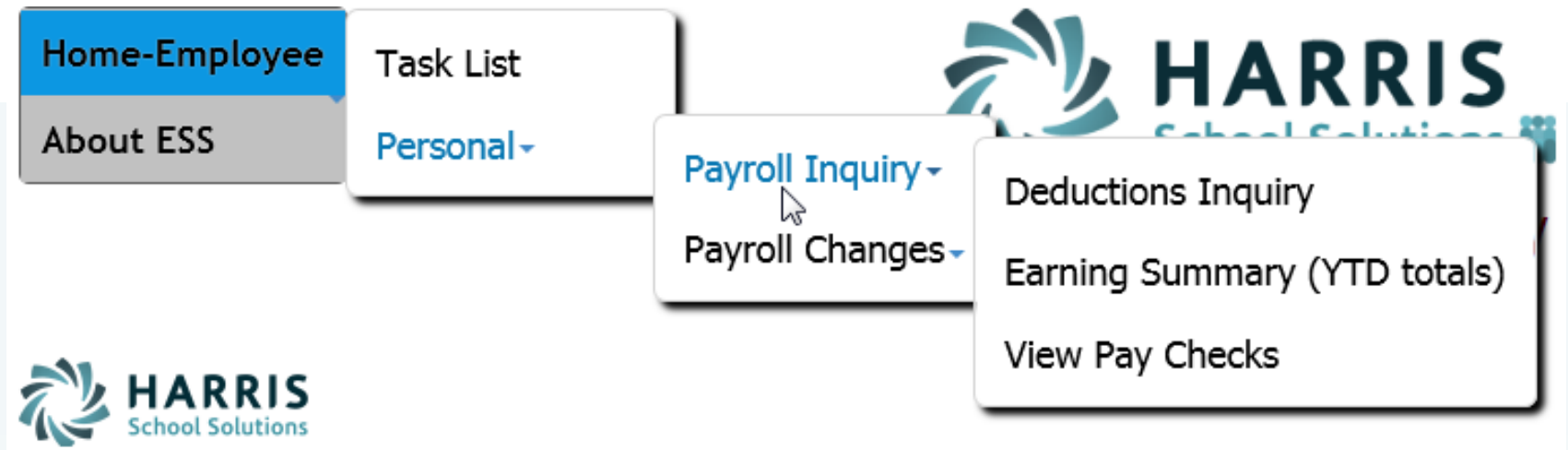
[View My Past/Current Requests](#)

The Approver can approve or reject pending requests from employees on the Task List menu under Approver Task.

Completed requests (approved or rejected) can be viewed by the employee with the *View My Past/Current Requests*.

Employee Self Service–Personal/Payroll Inquiry

The Personal menu contains the sub-menu for Payroll Inquiry which includes the Inquiries available for the employee.



The screenshot displays the Harris School Solutions Employee Self Service interface. The navigation menu is shown with the following items:

- Home-Employee
- About ESS
- Task List
- Personal
- Payroll Inquiry
- Payroll Changes
- Deductions Inquiry
- Earning Summary (YTD totals)
- View Pay Checks

The Harris School Solutions logo is visible in the bottom left corner of the interface.

Employee Self Service – Deduction Inquiry

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

Payroll Deductions

User Instructions

Insurance elections can only be changed during open enrollment with the exemption of life changing events such as the birth of a child, death, divorce, retirement. See your insurance handbook for further explanation of life changing events.

Back	Print		
Deduction	Employee Cost	Employer Cost	
MAT INSURANCE	\$0.00	\$780.00	▲
RETIREMENT W/H	7.5000 %	11.9400 %	
AlaTrust Credit Union	\$100.00	\$0.00	
AMERICAN FAMILY LIFE INS	\$21.00	\$0.00	
LIBERTY NATIONAL INS	\$224.75	\$0.00	
PRE-PAID LEGAL SERVICES, INC.	\$15.95	\$0.00	
LIFE INS COMPANY OF ALABAMA	\$49.77	\$0.00	
PUBLIC ED EMP HEALTH INS PRO	\$15.00	\$0.00	
LIBERTY NATIONAL INSURANCE	\$0.00	\$0.00	
SECURITY BENEFIT-457	\$25.00	\$0.00	
HEALTHCARE SPENDING ACCT.	\$0.00	\$0.00	

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			38-2099603 OMB No. 1545-0008		
FEDERAL Tax Return					
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					
d Control Number 82					
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	10 Dependent care benefits	11 Nonqualified plans	12a Code See inst. for box 12 DD
		9,837.24			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
Retirement plan	414 1,664.19	12c Code	Retirement plan	414 1,664.19	12c Code
X	DUE 273.35		X	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
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 

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

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 

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	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

Print button.



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

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

Bank Accounts

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

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

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													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>GROSS PAY</th> <td style="text-align: right;">5,852.85</td> <td style="text-align: right;">52,393.01</td> </tr> <tr> <th>FRINGE BENEFIT</th> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> </table>		GROSS PAY	5,852.85	52,393.01	FRINGE BENEFIT	0.00	0.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>LEAVE DESCRIPTION</th> <th>BALANCE</th> <th>TAKEN</th> </tr> <tr> <td>SICK LEAVE</td> <td style="text-align: right;">19.00</td> <td style="text-align: right;">0.50</td> </tr> </table>		LEAVE DESCRIPTION	BALANCE	TAKEN	SICK LEAVE	19.00	0.50		
GROSS PAY	5,852.85	52,393.01															
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

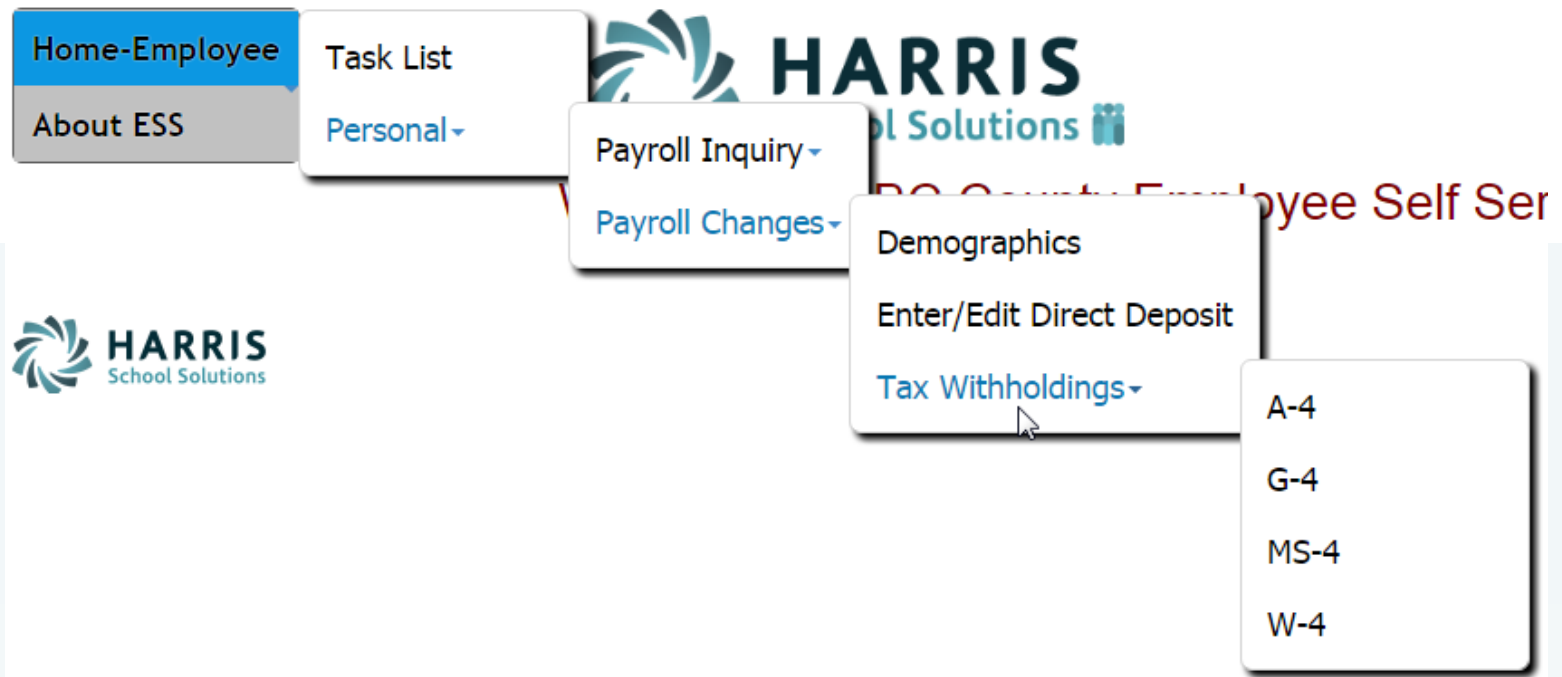
TO THE ELIZABETH TAYLOR
 ORDER 541 EAST MAIN STREET
 OF ROME, GA 30161

NON-NEGOTIABLE DIRECT DEPOSIT

Print toolbar is at bottom of check display.

Employee Self Service–Personal/Payroll Changes

The Personal menu contains the sub-menu for Payroll Changes which includes a menu of all change options available to the employee.



Employee Self Service - Demographics

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.

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

Demographic Change Request

Pending

Save Back Print

Information can be printed by selecting Print.

User Instructions

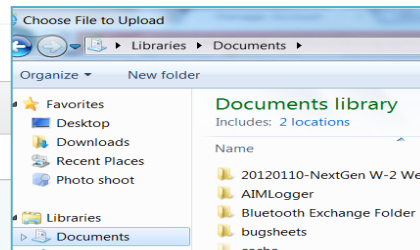
All changes to name require a copy of social security card with same name. Please attach copy of social security card or bring your card by the Payroll department.

First Name	BRENDA	Middle Name			
Last Name	ANDY	Birthday	8/2/1974		
Email	ANDY_B@HARRISSCHOOL.ORG	Gender	Female		
Address 1	P. O. BOX 7450	Address 2	4254 ROSSON STREET		
City	BAY SAINT LOU	State	MS	Zip Code	39520-1032
Home Phone	8827845121	Cell Phone	5157458963		

Attachments

Select files...

Welcome Scan.jpg



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-Edit/Enter Direct Deposit


Employees can submit requests to add, delete, or change direct deposit accounts.

Edit Direct Deposit Account(s)

Back Print

+ Add new record Cancel changes

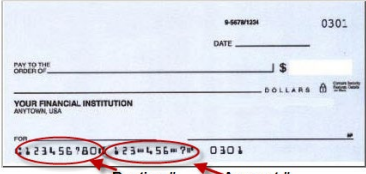
Bank Name	Account	Routing	Account Type	Primary	Amount	
ALABAMA ONE CREDIT UNION	42421255	262277189	Checking	true	\$0.00	<input type="button" value="x Delete"/>
ALABAMA ONE CREDIT UNION 2	521215	262277189	Checking	false	\$25.00	<input type="button" value="x Delete"/>

Where do I find bank account and routing numbers? 

Save Back

Confirm

Check Sample



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-Edit/Enter Direct Deposit

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

Edit Direct Deposit Account(s)

Pending ←

Back Print

+ Add new record Cancel changes

Bank Name	Account	Routing	Account Type	Primary	Amount	
ALABAMA ONE CREDIT UNION	42421255	262277189	Checking	true	\$0.00	x Delete
ALABAMA ONE CREDIT UNION	52121599	262277189	Checking	false	\$25.00	x Delete

Where do I find bank account and routing numbers?

Save Back

Attachments

Select files...

harris_school_solutions_logo_sm...

Instructions

Please upload copy of voided check for all new direct deposit records for verification of information.

Choose File to Upload

Libraries Documents

Organize New folder

Favorites Desktop Downloads Recent Places Photo shoot

Documents library Includes: 2 locations

Name

- 20120110-NextGen W-2 Web
- AIMLogger
- Bluetooth Exchange Folder
- bugsheets
- books

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 – Tax Withholdings

Tax Withholding under the sub menu Payroll Changes will include your State Withholding and W-4 Withholding Forms.

The screenshot displays the Harris School Solutions Employee Self Service interface. The navigation menu on the left includes 'Home-Employee' (highlighted in blue) and 'About ESS'. The main menu is expanded to show 'Task List', 'Personal', 'Payroll Inquiry', and 'Payroll Changes'. The 'Payroll Changes' menu is further expanded to show 'Demographics', 'Enter/Edit Direct Deposit', and 'Tax Withholdings'. The 'Tax Withholdings' menu is highlighted with a blue border and contains a list of options: 'A-4', 'G-4', 'MS-4', and 'W-4'. The Harris School Solutions logo is visible in the bottom left corner.

Home-Employee
About ESS

Task List
Personal
Payroll Inquiry
Payroll Changes

Demographics
Enter/Edit Direct Deposit
Tax Withholdings

A-4
G-4
MS-4
W-4

HARRIS School Solutions

Employee Self Service – A4 (Alabama)

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

Current State of Alabama Employee's Withholding Allowances

Withholding Status	Exemptions	Dependents	Addl. Amt	Exempt
Single	1	0	0.00	<input type="checkbox"/>

Employee's current State withholding information is displayed.

User Instructions

All employees need to print a copy of new A4 for their records. Please see open task or completed task for the a copy of your new A4.

[A4 Instructions](#)

Employee can view additional instructions for the A4 by clicking the *A4 Instructions* button.

[Save](#) [Back](#)

FORM

ALABAMA DEPARTMENT OF REVENUE Employee's Withholding Exemption Certificate

EMPLOYEE'S FULL NAME				SOCIAL SECURITY NO.	XXX-XX-4			
HOME ADDRESS	62	ROAD	CITY	MOUNDEVILLE	STATE	AL	ZIP	35474
SIGNATURE	<input type="text"/>		DATE	<input type="text"/>				
			(6/6/2016)					

Electronic signature and date must be exactly as displayed – no extra spaces, dashes or periods.

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.
(Choose S or MS)
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.
(Choose M or H)
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. **This line to be completed by your employer:** Total exemptions (example: employee claims "M" on line 3 and "2" on line 4. Employer should use column M-2 (married with 2 dependents) in the withholding tables).

0
0
0
S-0

If requesting a change for A4, the employee must enter **ALL** information on the A4 form, not just the change.

EMPLOYER NAME	FEIN	EMPLOYER STATE ID
Board of Education		

Employee Self Service – G4 (Georgia)

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

Current State of Georgia Employee's Withholding Allowances

Withholding Status	Dependents	Emp./Spouse	Addl. Allowances	Addl. Amt	Exempt
MARRIED - FILING JOINT (B)	2	0	0	0.00	

G4 Instructions
[Save](#) [Back](#)

Form G-4 (Rev. 7/14)

STATE OF GEORGIA EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

1a. YOUR FULL NAME _____ 1b. YOUR SOCIAL SECURITY NUMBER
XXX-XX-XXXX

2a. HOME ADDRESS (Number, Street, or Rural Route) _____ 2b. CITY, STATE AND ZIP CODE
GA 31721

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 **4. DEPENDENT ALLOWANCES**

B. Married Filing Joint, both spouses working: Enter 0 or 1 **5. ADDITIONAL ALLOWANCES**
(worksheet below must be completed)

C. Married Filing Joint, one spouse working: Enter 0 or 1 or 2 **6. ADDITIONAL WITHHOLDING**

D. Married Filing Separate: Enter 0 or 1

E. Head of Household: Enter 0 or 1

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 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 My spouse's (servicemember) state of residence is 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:

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 – MS4 (Mississippi)

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

Current State of Mississippi Employee's Withholding

Withholding Status	Dependents	Emp./Spouse	Addl. Allowances	Addl. Amt	Total Exempt Amt	Exempt
Both Spouses Working	0	0	0	0.00	3000.00	

User Instructions
Please print a copy of your new MS4 from your pending request or completed requests.

MS4 Instructions

Save Back

Form 89-350-13-B-1-000 (Rev. 05/15)

MISSISSIPPI EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE

Employee's Name: DIANA MCNEILL SSN: 587-82-9816

Employee's Residence Address: 2417 BURKE STREET, GULFPORT, MS 39507

Single Enter \$6,000 as exemption Amount Claimed: 0

Marital Status (Check One) (a) Spouse NOT employed: Enter \$12,000 Amount Claimed: 0
 (b) Spouse IS employed: Enter that part of \$12,000 claimed by you in multiples of \$500. See instructions 2(b) below Amount Claimed: 0

Head of Family 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 Amount Claimed: 0

Dependents 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 dependents excluding the one which qualifies you as head of family. Multiply number of dependents claimed by you by \$1,500. Amount Claimed: 0

Age and Blindness
• Age 65 or older Husband Wife Single Amount Claimed: 0
• Blind Husband Wife Single
Multiply the number of blocks checked by \$1,500. Enter the amount claimed
* Note: No exemption allowed for age or blindness for dependents.

TOTAL AMOUNT OF EXEMPTION CLAIMED: 0

Additional dollar amount of withholding per pay period if agreed to by your employer: 0

SCRA If you meet the conditions set forth under the Service Member Civil Relief, 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: DIANA MCNEILL Date: 6/7/2016

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 – W4

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

Current Withholding Allowances

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

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

Form **W-4**
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate
OMB No. 1545-0074
2016

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
[IRS.GOV W4 WorkSheet Application](#)

1. Your first name and middle initial
DEEDEE S

Last Name
COOKER

2. Your social security number
XXX-XX-

Home address(number and street or rural route) Address
P.O BOX 148

3

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

City or town, state, and ZIP code
WEST BLOCTON, AL 35184

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)
0

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

7 I claim exemption from withholding for 2016, 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

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.) DEEDEE S COOKER

Date(m/d/yyyy) 6/7/2016

Employer Name/Address
County Board of Education

Office Code(optional)

Employer FEIN

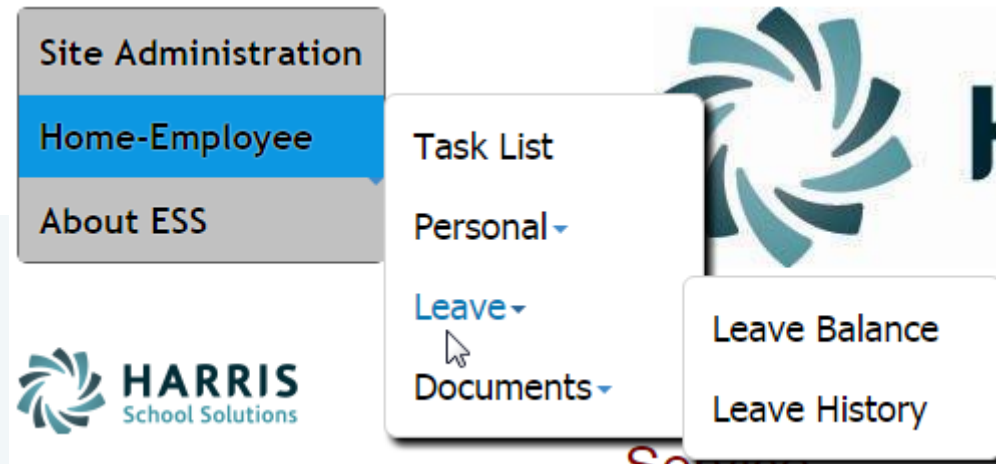
IRS instructions and worksheet are accessible from W4 form.

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 – Leave

Leave Menu allows the employee to see their leave history and leave balances.



Employee Self Service – Leave Balance

Employee can view and print their current leave balances. The leave earned and used are reflective of the last completed payroll.

Leave Balance Summary - 2016

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

User Instructions

Leave balances are reflective of the last payroll processed and updated. Please review your leave balances after you receive your check or statement.

Description	Hrs/Days	Accum. Rate	Prior Yr. Bal.	Current Earned	YTD Used	Balance
1 - SICK - CENTRAL OFFICE	D	12	264	11	17	258
2 - PERSONAL - CENTRAL OFFICE	D	5	0	5	0	5
3 - VACATION - CENTRAL OFFICE	D	10	18.5	10	5.5	23
SB - SICK BANK - CENTRAL OFFICE	D	999	5	0	0	5

Employee Self Service – Leave History

Employee can view and print their detail leave history for a specific date range.

Leave History

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

Start Date End Date

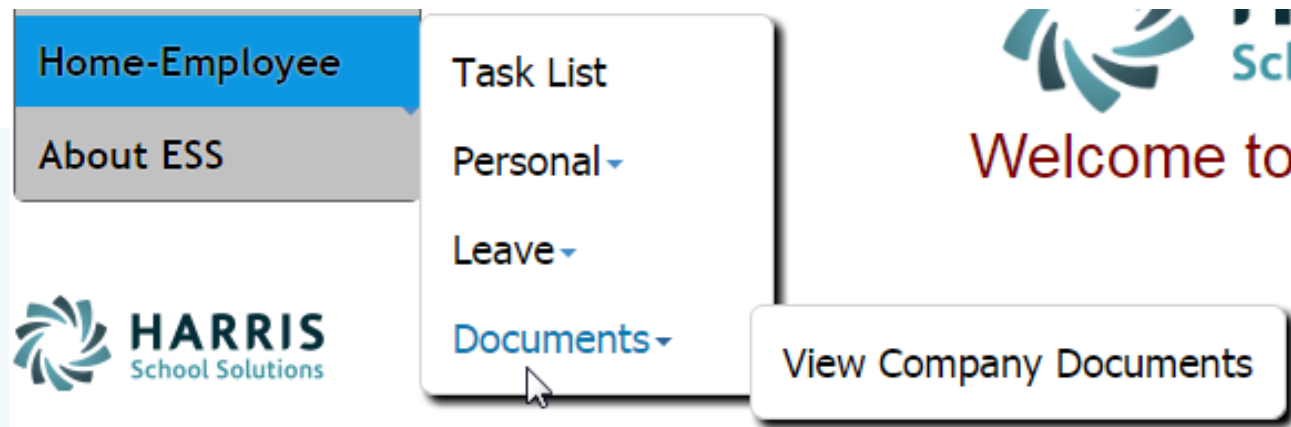
Payroll Date	Hrs/Days	Description	Used
01/12/2015	D	PROFESSIONAL	1.00
01/16/2015	D	SICK	1.00
03/05/2015	D	SICK	1.00
03/20/2015	D	SICK	1.00
03/26/2015	D	SICK	1.00
04/20/2015	D	SICK	0.50
04/23/2015	D	SICK	1.00
05/07/2015	D	PERSONAL	1.00
05/08/2015	D	PERSONAL	1.00
05/15/2015	D	VACATION	1.00
05/21/2015	D	SICK	0.50
05/22/2015	D	SICK	1.00
06/05/2015	D	VACATION	1.00



1 - 13 of 13 items

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.



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.

Company Documents

[Back](#)

[EmployeeHirePackage 1](#) ^


[Policy Manual](#)

[EmployeeNewHirePackage 1](#)

[new employee 1](#)

[new policy 1](#)

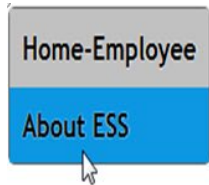
[retirement information 1](#)



The image shows a screenshot of a web application interface for viewing company documents. On the left, a list of document categories is displayed under the heading 'Company Documents'. A blue 'Back' button is at the top left. The categories listed are 'EmployeeHirePackage 1', 'EmployeeNewHirePackage 1', 'new employee 1', 'new policy 1', and 'retirement information 1'. The 'Policy Manual' document under the 'EmployeeHirePackage 1' category is highlighted with a red rectangular box. A red arrow points from this box to a larger preview window on the right. This preview window shows the document's title page, which features the 'HARRIS' logo in a stylized blue font, followed by the title 'Employee Policy and Procedures Handbook'. At the bottom of the preview window is a standard document viewer toolbar with icons for navigation, zoom (set to 100%), and printing.

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.



About Employee Self Service

Back

Print

Customer: BOARD OF EDUCATION

Product Version: 2.10.0.0

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 – Manage Account

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



Home-Employee
About ESS

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

First Name

Last Name

Email

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.