

- **Payday:** Payday is the last business day of the month. Pay dates and leave periods are posted each year on the Enterprise Schools website under the Payroll Department.

- **Leave:** Leave should be entered with Kelly Services as soon as you know of the need for leave. Leave must be taken regardless of whether or not a sub is needed. Not entering leave in a timely manner will hold up the payroll process.
 - Each employee is responsible for keeping up with their leave. Leave balances are printed on your pay stub and available in ESS. Please keep in mind that leave is one month behind. For example, your September 30th paystub will show leave taken from August 1 through August 31st. Any leave taken after August 31st would need to be deducted from the leave balance.
 - If you are unsure of your leave balance you can call Delisa Bowman in the payroll department. **Once the pay period has closed and payroll for that period is complete, changes to your leave will not be made.**
 - If you enter leave you do not have, the payroll system will automatically change the leave to **unpaid**. It is very important that you make sure you have leave days prior to entering them in Kelly to avoid your pay being docked.
 - If you are a member of the sick bank and wish to borrow sick days, you must complete a Sick Leave Bank Loan Application and send the completed form to Delisa Bowman in the payroll department by the 10th of the month. The forms will be given to the Sick Bank Committee for approval. **Days cannot be borrowed without a completed and approved form.**
 - If you are not a member of the Sick Bank and wish to join, you may do so by completing a Sick Leave Bank Membership Application. You may join in January and September of each year. Forms must be submitted to Delisa Bowman in the payroll department by the 10th of the month.
 - If you are a member of the Sick Bank and wish to cancel your membership you may do so in May of each year by completing a Sick Bank Withdrawal form.

All sick bank forms can be found on the Enterprise Schools website under the payroll department.
 - If you are called to jury duty then a copy of the jury summons needs to be sent to Delisa in the payroll department. If a copy of the summons is not received then you will be charged personal leave for the absence. If you are subpoenaed to testify in court, then that is personal leave unless it is related to Enterprise City Schools business. If it is school business then you need to have your principal sign off on the subpoena stating it was for school business and send that to Delisa.
 - If your absence reason changes then you need to notify Kelly Services via phone or e-mail of the change. **All changes and absences must be reported to Kelly Services as soon as possible after the absence has occurred.**
 - If you will be on leave for more than 15 consecutive work days, please complete the appropriate Employee Leave Request form located on the Enterprise Schools website under the Payroll Department.
 - For medical leave: The completed Leave Request-Medical form should be sent to Delisa Bowman in the Payroll Department as soon as you know the leave will be needed.

- For maternity leave: The completed Leave Request-Maternity form should be sent to Delisa Bowman in the Payroll Department at least 2 months before the due date.

Kelly Services (frontline system): ALL employees (except Bus Drivers and Bus Aides) must report ALL absences with Kelly Services regardless of whether or not a substitute is needed. Please see instructions attached to the email if you have questions about entering an absence in Kelly Services.

□ **Employee Self Service (ESS):**

Employee Self Service (ESS) is used to view, print or save your paystubs and W2s. ESS will also be used to make most payroll changes.

When a change has been made through ESS you will get an auto generated reply letting you know whether or not the change was approved or rejected.

To log in to ESS go to www.enterpriseschools.net and click on the ESS/Paystub Viewer link under the For Employees section. Log in with the username and password that you created when you set up the account. Note: We recommend using Google Chrome for all ESS changes. ESS does not work with all internet browsers. If you are having trouble using ESS please try a different browser to see if that solves the problem.

What if I have forgotten my ESS username or password? Click on account help at the top right and enter your employee number and click recover. The system will email you the username and/or a new password.

Please take a few minutes today to log in to your ESS account and check the following for accuracy. If you need to make changes please do so. It is important that we have your most current information. Note: Our payroll system uses all uppercase lettering. There is no need to change your information to lower/uppercase as the system will just change it back to all uppercase.

1. **Check your email address for ESS to make sure you are using a personal email and that you have access to this email.** To do this, log in to ESS and click on your username in the top righthand corner (Hello, (username)). Under Employee Information verify the email address listed is a valid personal email and not your Enterprise Schools email address. The reason you need to use a personal email is so that if you ever leave our system you are still able to recover a forgotten username or password since your Enterprise Schools email will be turned off upon your termination of employment.
2. **Check your name.** Click on the personal tab and then demographics. If you have gotten married or had a life change and have received a new social security card, please change your name **exactly** as it appears on your social security card. You will also need to upload a copy of the card at the time of the change under the "Attachments" section. The name that appears here is the name we will use for payroll purposes and is the name you must use on all documentation submitted to the payroll department.
3. **Check your address and phone numbers.** This will also be done under the personal and demographics tab. Update as needed.

Payroll Changes: The cutoff for making any payroll changes is the 10th of each month. Any changes made after the 10th are not guaranteed to be done for the current pay period.

1. **Direct Deposit:** In ESS under the personal tab click on Enter/Edit Direct Deposit You can add or delete accounts under this tab. Please keep in mind that you can only have "true" under the Primary column once. The true account is the account where your net check is deposited. If you remove the primary account it must be replaced with another one. Due to a new security feature; an email will be sent to you with a pin number that you will need to enter to update your direct deposit. **Please do not close out a current bank account at your bank until you have been notified that the new direct deposit change has been made in payroll. Closing this account too soon could result in your paycheck being delayed.**
2. **Tax Withholdings:** Under the personal tab click on W4 for Federal tax withholdings or A4 for State tax withholdings. If you wish to make changes to either of these, complete the online form. **If you have questions regarding what you need to complete on the forms or what tax changes you need to make, please contact your tax accountant as our office is not able to give tax advice or answer tax questions related to your personal taxes.**
3. **Change/cancel my payroll deductions:** Changing or cancelling a payroll deduction depends on the type of deduction. Please contact Delisa if you wish to cancel a current payroll deduction.