



**HARRIS**

# Employee Self Service Lite

Version 2.15.0

# *Employee Self Service*

You can...

- access from any computer.
- view your earnings summary and check history.
- print past check information.
- print W2s for past years.

# Employee Self Service – Login

Employee Self Service [Account Help](#) [Register](#) [Login](#)

**Log in**

User name

Password

 [Log in](#)

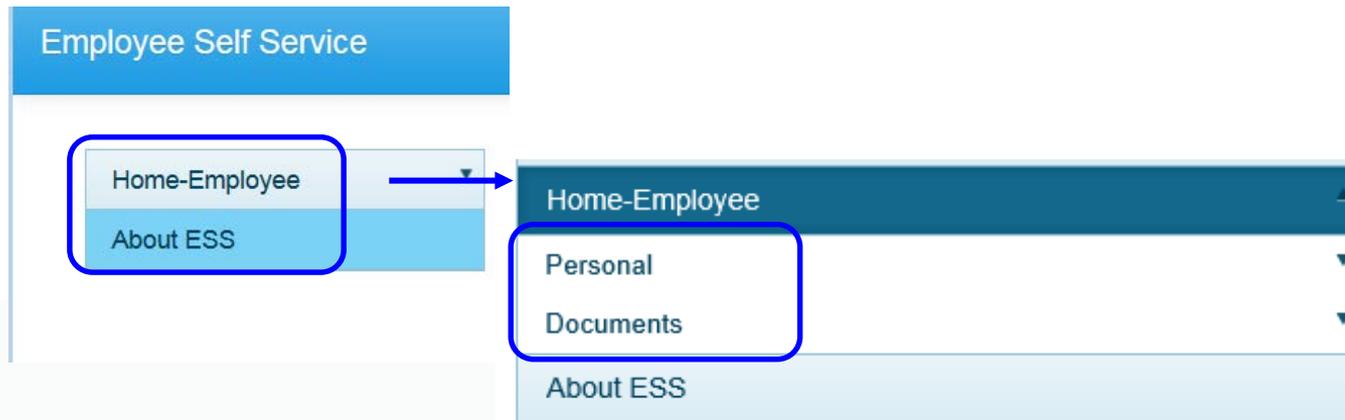
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Login using the username and password you chose during registration.

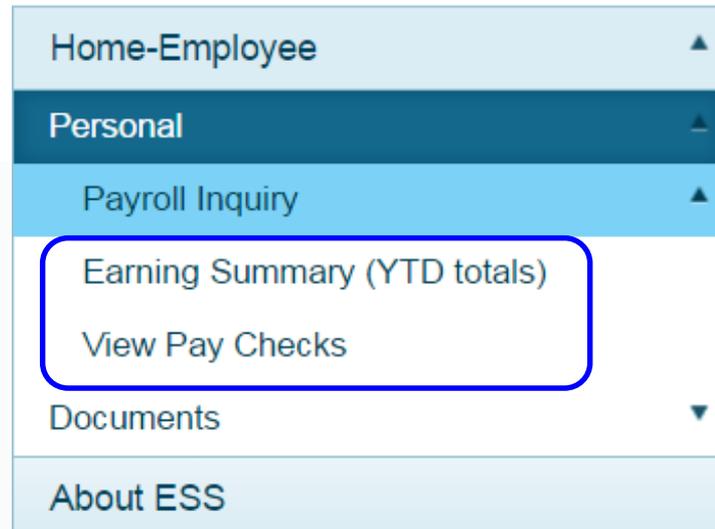
# Employee Self Service – Home Menu

Home screen menu will have Home–Employee and About ESS. The Home-Employee menu opens to other menu options.



# Employee Self Service–Personal/Payroll Inquiry

The Personal menu contains the sub-menu for Payroll Inquiry, where you can view your earnings summary and paychecks.



# Employee Self Service – Earnings Summary

You can view and print your earnings summary by year.

## Earnings Summary

Back

Print

Earnings Year

2016



Select the year you wish to view.

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 – View Pay Checks

You can view and print a statement summary for a specific check date range. You can view check detail by clicking on a particular check.

## My Checks

Start Date    
End Date  

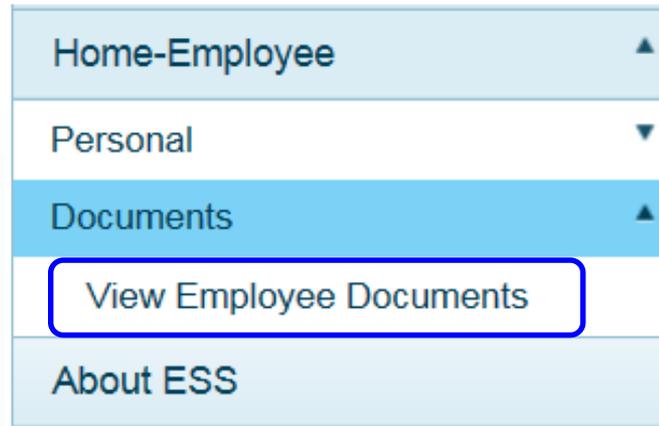
Select date range and click Search to list pay records. Select check number from list to view pay record.

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 – Documents

Documents menu contains the sub-menu for View Employee Documents, where you can view your paychecks, W2s, 1095-Cs and Truth in Salary Statements.



# Employee Self Service – Employee Documents

You can view and print your detail check information by selecting *Checks* from the drop down menu and clicking the search button. A list of all your statements will be displayed. You can click on any statement to view, print, or save it.

## Employee Documents

Checks

Search

### Document

- 127566
- 128078
- 128591
- 283
- 648
- 1016
- 1386
- 1756
- 2132
- 2508
- 2883

### Document Type

- Check

### Document Date

- 8/27/2013 11:20:14 AM
- 9/24/2013 1:53:20 PM
- 10/29/2013 2:44:58 PM
- 11/20/2013 10:33:29 AM
- 12/17/2013 2:27:14 PM
- 1/27/2014 10:39:29 AM
- 2/24/2014 10:16:29 AM
- 3/20/2014 4:27:59 PM
- 4/25/2014 9:45:35 AM



EMPLOYEE NAME	EMPLOYEE NUMBER	PAY PERIOD END	CHECK DATE	CHECK NUMBER
INSTRUCTION-TEACHER	4,336.00	3	8/27/2013	2132
GROSS PAY 4,336.00		17,344.00		
FRINGE BENEFIT 0.00		0.00		
LEAVE DESCRIPTION		BALANCE	TAKEN	
SICK PERSONAL	30.00	4.00	0.00	
SICK BANK	4.00	5.00	1.00	
			0.00	
NET PAY 0.00				
Board of Education Payroll Account				2132
PAY *****VOID*****VOID***** DIRECT DEPOSIT		CHECK DATE CHECK NO. AMOUNT		
*****VOID*****VOID*****VOID*****		8/27/2013 2132 0.00		
TO THE ORDER OF				

# Employee Self Service—View Employee Documents

You can view and print your W2 records by selecting W2 from the drop down menu and clicking the search button. A list of all your W2s by year will be displayed. You can click on any year to view, print, or save the detail record.

## Employee Documents

W2

Search

### Document

- 2013 W2, Board of Education
- 2014 W2, Board of Education



### Document Type

W2

### Document Date

2/6/2014 9:52:35 AM

Copy 9-To Be Filed With Employee <b>FEDERAL Tax Return</b>			38-2099803 OMB No. 1545-0008		
a Employee soc. sec. no.	1 Wages, tips, other comp. 18,389.48	2 Federal income tax withheld 935.71	a Employee soc. sec. no.	1 Wages, tips, other comp. 18,389.48	2 Federal income tax withheld 935.71
	3 Social security wages 20,353.68	4 Social security tax withheld 1,261.90		3 Social security wages 20,353.68	4 Social security tax withheld 1,261.90
b Employer ID number (EIN)	5 Medicare wages and tips 20,353.68	6 Medicare tax withheld 295.09	b Employer ID number (EIN)	5 Medicare wages and tips 20,353.68	6 Medicare tax withheld 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 9,637.24	10 Dependent care benefits	11 Nonqualified plans	12a Code See inst. for box 12 DD 9,637.24
13 Statutory Employee	14 Other CAF 1,836.00 414 1,664.19 DUE 273.95	12b Code G 300.00	13 Statutory Employee	14 Other CAF 1,836.00 414 1,664.19 DUE 273.95	12b Code G 300.00
X Retirement plan		12c Code	X Retirement plan		12c Code
Third-party sick pay		12d Code	X 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			Form W-2 Wage and Tax Statement 2013 Dept. of the Treasury - IRS		
This information is being furnished to the Internal Revenue Service			This information is being furnished to the Internal Revenue Service		

# Employee Self Service—View Employee Documents

You can view and print your Truth in Salary Statements by selecting *Truth in Salary* from the drop down menu and clicking the search button. A list of all your statements will be displayed. You can click on any statement to view, print, or save it.

## Employee Documents

Truth in Salary ▾

Search

### Document

2015 Truth  
2016 Truth

### Document Type

Truth in Salary  
Truth in Salary

### Document Date

6/3/2016 10:30:34 AM  
1/10/2017 8:52:11 AM



TRS/PEEHIP Truth in Salary Act Information for Active Education Employees  
Fiscal Year 2016

Rpt Loc: 0095 - .  
Pers Id:

Total Gross Wages for the Fiscal Year:	\$34,688.00
Total Social Security Benefits for Fiscal Year:	\$2,011.69
Total Medicare Benefits for Fiscal Year:	\$470.45
Total Retirement Benefits for Fiscal Year:	\$4,141.76
Total Health Insurance Benefits for Fiscal Year:	\$6,240.00
Total SUI Benefits for Fiscal Year:	\$3.44
Total Misc Benefits (ex: Life Ins) for Fiscal Year:	\$0.00
<b>Grand Total of Benefits for Fiscal Year:</b>	<b>\$47,555.34</b>

Total Leave Units Accrued for the Leave Year: 14.00  
Total Comp Time Units Accrued for the Leave Year: 0.00  
11-Month Employees, Eligible for Holidays, Accrued: 0  
12-Month Employees, Eligible for Holidays, Accrued: 0

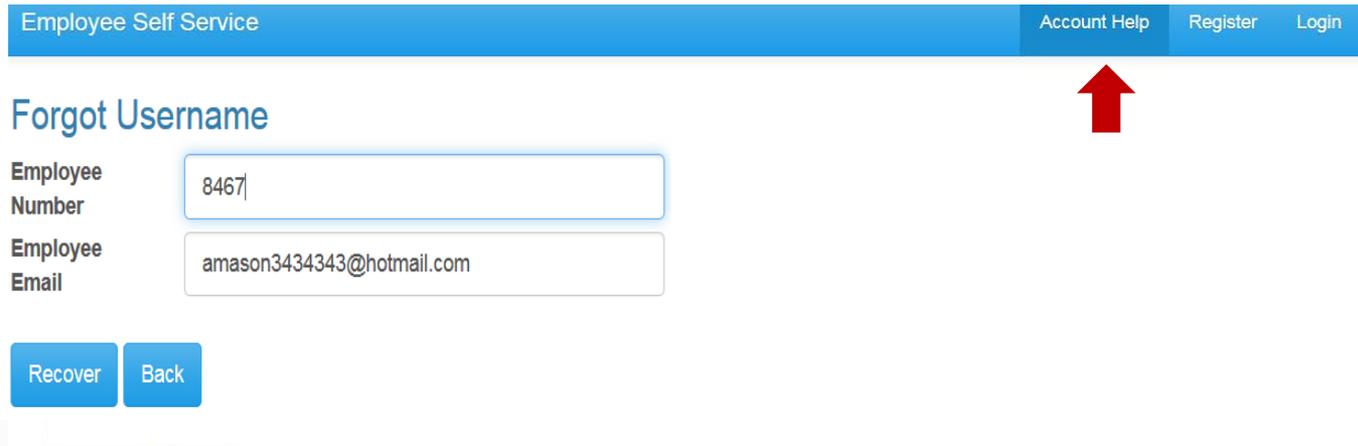
Average Annual Employer Subsidy for PEEHIP Coverage:  
Active Single: \$4,585.80  
Active Family: \$10,231.68

Total Amount of Employer Contributions to TRS: \$737,654.554  
Percentage of TRS Employer Contributions  
Compared to the Total Amount of the Education Trust Fund Appropriations: 5.04%  
The Funded Ratio of TRS as of Fiscal Year 2014: 67.5%



# Employee Self Service – Account Help

If at any time you forget your username, you can use *Account Help*.



Employee Self Service Account Help Register Login

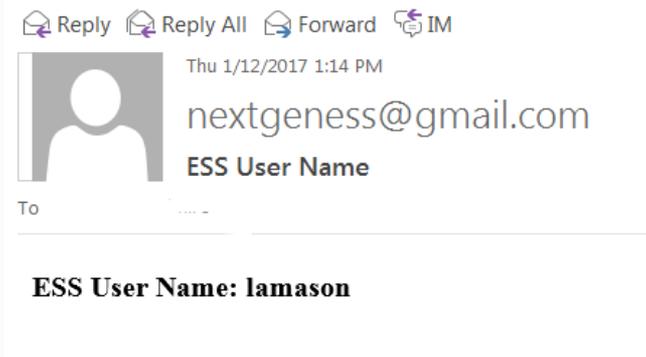
## Forgot Username

Employee Number

Employee Email

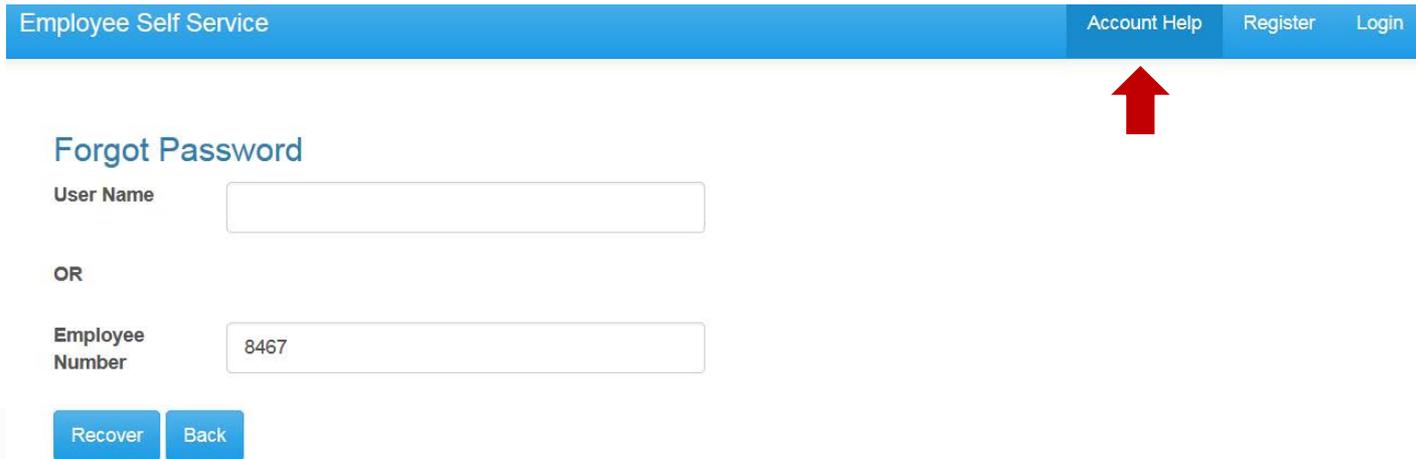
[Recover](#) [Back](#)

The *Account Help* allows you to recover your user name with the *Forgot Username* recovery. You must enter your Employee Number and your email address and press *Recover*. An email with your user name will be sent to your email address. The *Forgot Username* will not work if your account has not been confirmed.



# Employee Self Service – Account Help

If at any time you forget your password, you can use *Account Help*.



Employee Self Service Account Help Register Login

## Forgot Password

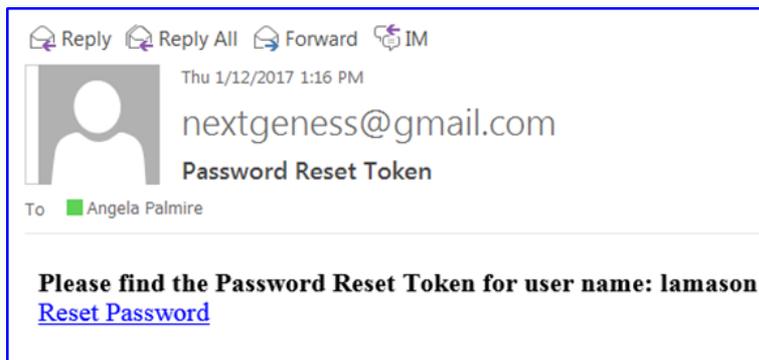
User Name

OR

Employee Number

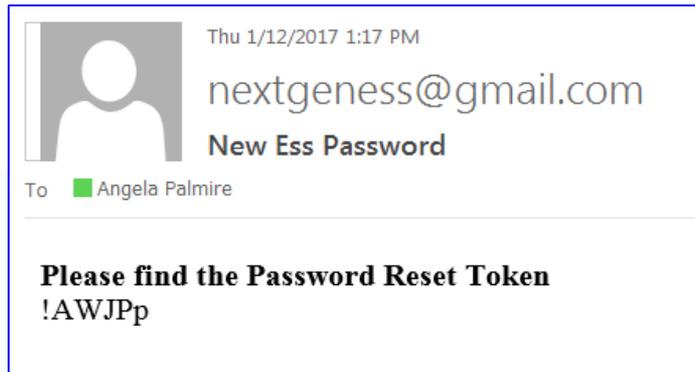
Recover Back

You must enter your User Name or Employee Number and press the *Recover* button. An email with a 'reset password' link will be sent to your email address.



# Employee Self Service – Account Help

Once you click on the link in the email, a computer generated password is assigned to your user name. You will receive a message and an email with the new password.



You can then login with the new password. The password can be changed (instructions on following slide). The *Forgot Password* will not work if the your account has not been confirmed.

# Employee Self Service – Manage Account

You can manage your account by clicking on your user name in the toolbar.



## Manage Account.

You're logged in as **rsmith**.

[Change account](#)

[Back](#)

## Change password

Current password

New password

Confirm new password

You can change your password by entering their current password and the new password.

## Employee Information

Employee Number

User Name

First Name

Last Name

Email

No Alert Emails

You can change the name and email address associated with your ESS account.