



Employee Self Service (ESS)

Version 2.22

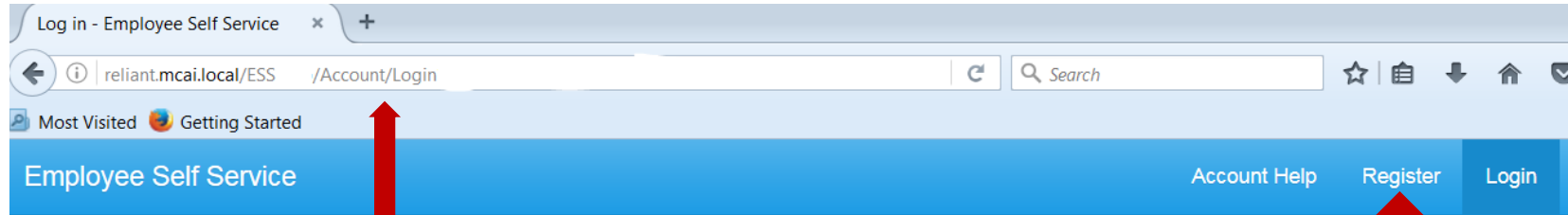
Employee Self Service

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 on Log In screen



Enter Web Address for ESS into your browser.

Log in

User name

Password

[Forgot username or password](#)



[Log in](#)

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.

Employee Self Service - Register

All employees must confirm their new ESS account before being allow access to ESS.

The screenshot illustrates the registration process on the ESS portal. On the left, the 'Create a New Account' form is shown with fields for User name, Email, First Name, Last Name, Social Security Number, Employee Number, Password, and Confirm password. A blue 'Register' button is at the bottom left. A red arrow points from the 'Register' button to a black message box that says: 'Message Thank you for registering. An email has been sent to [redacted]. Please check your email and use the enclosed link to finish registration. If you do not receive an email to confirm your account please contact your System Administrator.' A red arrow also points from this message box to the right.

On the right, a confirmation email is displayed. It starts with '[EXTERNAL] Your Employee Self Service account confirmation'. The text reads: 'Thank you for signing up with us! Please confirm your registration by clicking the following link: [Confirmation Link](#)'. Below this, it says: 'If the link doesn't appear, copy and paste the following into your browser: http://cheyenne-web.harriscomputer.com/ESS/Account/ConfirmAccount?confirmation=UXUPDWufqiyy_YwKhIg-Hg2'. At the bottom of the email, it states: 'In case you need it, here's the confirmation code: UXUPDWufqiyy_YwKhIg-Hg2'. A red arrow points from the confirmation code to a white box at the bottom right.

The white box at the bottom right contains the text: 'Confirm Account Your account has been confirmed. Thanks! Go to Login'. A red arrow points from the confirmation code in the email to this box.

An email, with a confirmation link, will be sent to the email address the user provided when creating their account. The email will also include a full confirmation link that can be copied and pasted into your browser. User must use one of the confirmation link in the email to be confirmed as an authorized user for ESS. Once the employee has been confirmed as a user, they can login in with their user name and password.

Employee Self Service – Account Help

Account Help allows the employee to recover their password.

Employee Self Service

Account Help

Register

Login

Forgot Password

User Name

OR

Employee Number

8467

Recover

Back

The *Account Help* allows a registered employee to recover their password with the *Forgot Password* recovery. The employee must enter their User Name or Employee Number and press the *Recover* button. An email with a 'reset password' link will be sent to employee's ESS email address. Once the employee clicks on the link in the email, a computer generated password is assigned to their user name. The employee will receive a message and a email with the new password. The employee can then login with the new password. The password can be changed (instructions on page 40). The *Forgot Password* will not work if the employee's account has not been confirmed (see previous screen).

Reply Reply All Forward IM

Thu 1/12/2017 1:16 PM



nextgeness@gmail.com

Password Reset Token

To

Please find the Password Reset Token for user name: lamason
[Reset Password](#)

Account Help

Register

Message

Success! Your new password is:
!AWJpp

Thu 1/12/2017 1:17 PM



nextgeness@gmail.com

New Ess Password

To

ire

Please find the Password Reset Token
!AWJpp

Employee Self Service – Account Help

Account Help allows the employee to recover their user name.

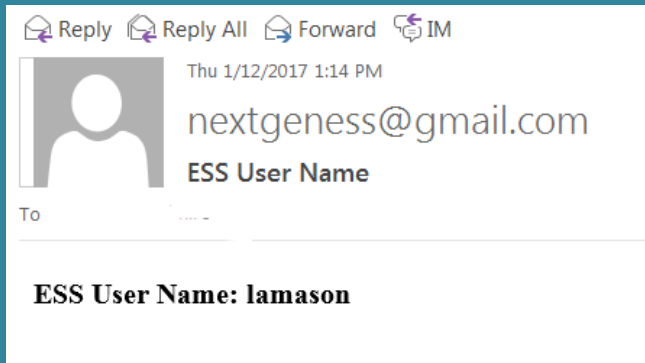
Employee Self Service Account Help Register Login

Forgot Username

Employee Number

Employee Email

Recover Back



The *Account Help* allows a registered employee to recover their user name with the *Forgot Username* recovery. The employee must enter their Employee Number and their ESS email address and press the *Recover* button. An email with their user name will be sent to the employee's ESS email address. If the email address entered does not agree with the email address the employee register with, a message will be displayed and no email will be sent. The *Forgot Username* will not work if the employee's account has not been confirmed (see page 4).

Employee Self Service – Account Help


Account Help allows the employee to recover their user name.

Employee Self Service Account Help Register Login

Login

User name

Password

[Forgot username or password](#) 

Forgot Password

User Name

OR

Employee Number

Forgot Username

Employee Number

Employee Email

The *Forgot username or password* link on login screen is a fast link to the *Forgot Password and Forgot Username* functionality under the *Account Help*.

Employee Self Service – Menu

The Main screen will display the Logo and Welcome Message with the menu options available on the toolbar. Each menu options can be expanded to display transactions available. If user is an Administrator for ESS, they will also see Site Administration in their menu options.

Employee Self Service Task List Personal ▾ Leave ▾ Documents ▾ Purchasing ▾ About ESS Hello, Iallen Log Off



Welcome to ABC School District's Employee Self Service. We appreciate all our employees and hope you enjoy your experience on Employee Self Service.

Personal ▾ Leave ▾ Documents ▾ Purchasing ▾

- Payroll Inquiry
- Deductions Inquiry
- Earning Summary (YTD totals)
- View Pay Checks
- Payroll Changes
- Demographics
- Enter/Edit Direct Deposit
- Tax Withholdings
- MS-4
- W-4

- View Company Documents
- View Employee Documents

Employee Self Service - Task List

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



Task List will displays a summary of all the employee's pending change requests.

My Pending Requests

Date Submitted	Request Type	Description		
01/03/2017 02:28:30PM	A4	A4 Change Request for .	▲ View Details	× Cancel
01/03/2017 01:47:53PM	Demographic	Demographic Change Request for	▲ View Details	× Cancel

[View My Past/Current Requests](#)



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



Details for the pending request can be viewed by employee.



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.

Employee Self Service Site Administration **Task List** Personal Leave Documents Purchasing About ESS

Approver Tasks

Date Submitted	Request Type	Approver Role	Description
01/04/2018 11:13:19AM	W4	HrApprover	W4 Change Request for
01/04/2018 02:15:50PM	MS4	HrApprover	MS4 Change Request for
01/05/2018 03:26:38PM	Demographic	HrApprover	Demographic Change Request for

[View Completed Approver Tasks](#)

My Pending Requests

Date Submitted	Request Type	Status	Description	View Details	Cancel
01/05/2018 03:26:38PM	Demographic	Submitted	Demographic Change Request for	View Details	Cancel

[View My Past/Current Requests](#)

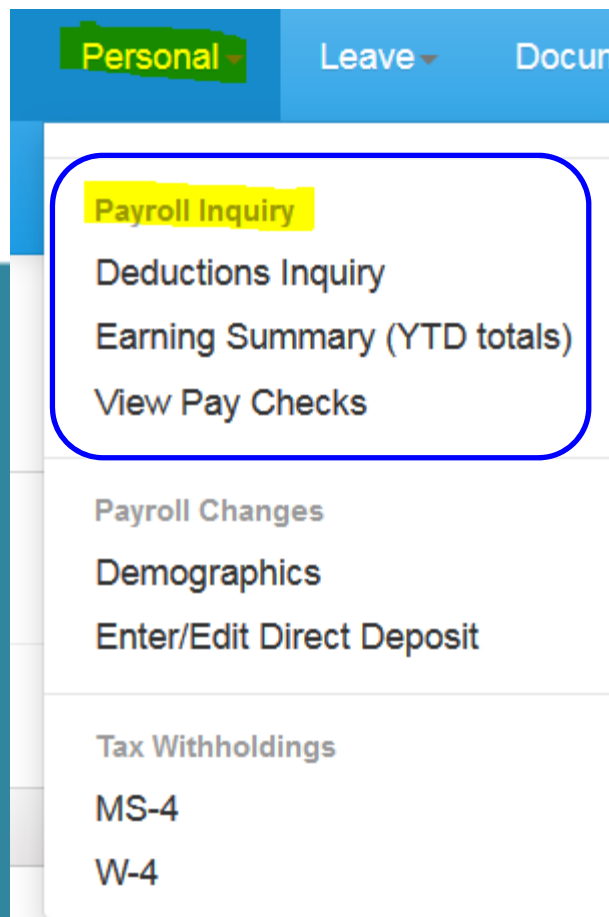
The Approver can approve or reject pending requests from employees on the Task List menu under Approver Task.

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

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.



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			38-2099803 OMB No. 1545-0008			Copy 2-To Be Filed With Employee State			38-2099803 OMB No. 1545-0008		
FEDERAL Tax Return						City, or Local Income 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	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		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	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		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		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		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			c Employer name, address, and ZIP code			c Employer name, address, and ZIP code		
d Control Number 82			d Control Number 82			d Control Number 82			d Control Number 82		
e Employer name, address, and ZIP code			e Employer name, address, and ZIP code			e Employer name, address, and ZIP code			e Employer 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	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	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			9,837.24			9,837.24
13 Statutory Employee	14 Other	12b Code	13 Statutory Employee	14 Other	12b Code	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		CAF 1,836.00	G 300.00		CAF 1,836.00	G 300.00
Retirement plan	414 1,684.19	12c Code	Retirement plan	414 1,684.19	12c Code	Retirement plan	414 1,684.19	12c Code	Retirement plan	414 1,684.19	12c Code
X	DUE 273.95		X	DUE 273.95		X	DUE 273.95		X	DUE 273.95	
Third-party sick pay		12d Code	Third-party sick pay		12d Code	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	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	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	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 [Print] X

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

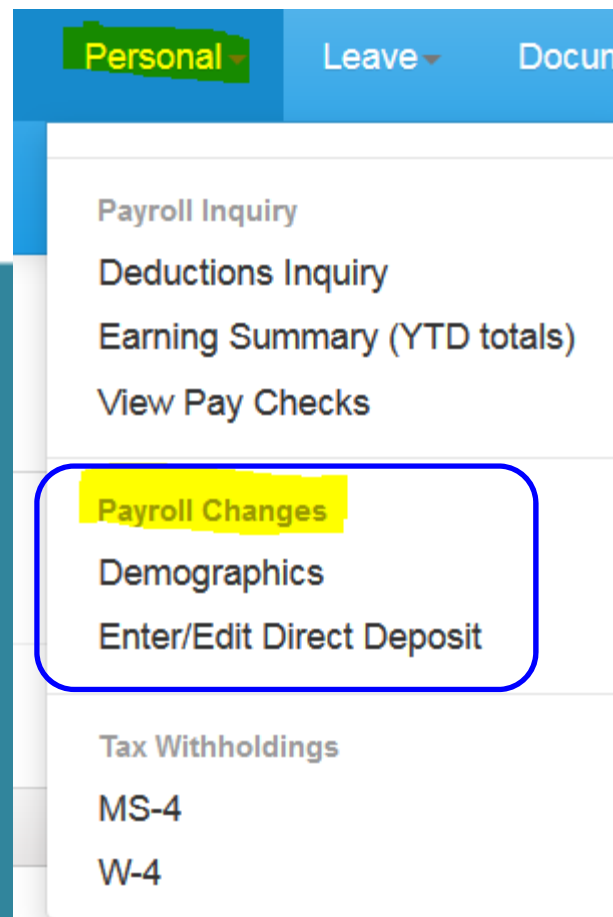
Category	Current	Ytd
RETIREMENT W/H	\$558.02	\$813.09
AEA NON CERTIFIED DUES	\$11.65	\$23.30
NEA NON CERTIFIED DUES	\$10.75	\$21.50
VALIC ANNUITY WITHHOLDINGS	\$30.00	\$60.00
Total Deductions - Other	\$610.42	\$917.89

Print button.



Employee Self Service–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.

Demographic Change Request

Pending

Information can be printed by selecting Print.

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

User Instructions

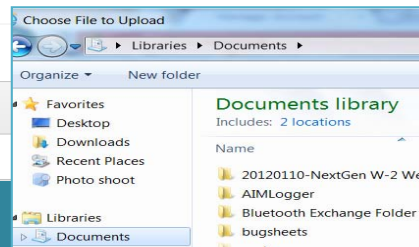
All changes to name require a copy of social security card with same name. Please attach copy of social security card or bring your card by the Payroll department.

First Name	<input type="text" value="B"/>	Middle Name	<input type="text"/>
Last Name	<input type="text" value="ANDY"/>	Birthday	<input type="text"/>
Email	<input type="text" value="ANDY_B@HARRISSCHOOL.ORG"/>	Gender	<input type="text" value="Female"/>
Address 1	<input type="text" value="P. O. BOX"/>	Address 2	<input type="text" value="42 STREET"/>
City	<input type="text" value="BAY SAINT LOU"/>	State	<input type="text" value="MS"/>
Home Phone	<input type="text"/>	Zip Code	<input type="text" value="39520-1032"/>
		Cell Phone	<input type="text"/>

Multiple files can be selected from multiple directories. Acceptable file formats include .gif, .jpg, .jpeg, .png, .doc, .docx, .xls, .xlsx, .pdf, .txt.

Attachments

Welcome Scan.jpg



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

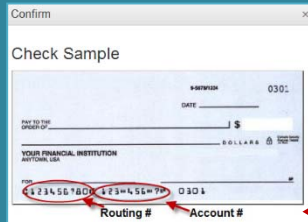
Employees can submit requests to add, delete, or change direct deposit accounts. All changes must be validated with a PIN that is emailed to the employee's ESS email. Once the valid PIN is submitted, the request for changes will be submitted for approval.

Edit Direct Deposit Account(s)

Back Print

+ Add new record Cancel changes

Bank Name	Account	Routing	Account Type	Primary	Amount	
ALABAMA ONE CREDIT UNION	424:	262277189	Checking	true	\$0.00	x Delete
ALABAMA ONE CREDIT UNION	521:	262277189	Checking	false	\$25.00	x Delete



Where do I find bank account and routing numbers?

Enter PIN

Enter Valid PIN

Submit

nextgeness@gmail.com

[EXTERNAL] Direct Deposit Validation PIN

Your validation PIN

9140

If changing a routing number or the amount to deposit, click in the field, make the change and click save.

If adding a new account, click on *Add New Record*, enter the information for the new account and click save. 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 save.

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	4242	262277189	Checking	true	\$0.00	<input type="button" value="x Delete"/>
ALABAMA ONE CREDIT UNION	5212	262277189	Checking	false	\$25.00	<input type="button" value="x Delete"/>

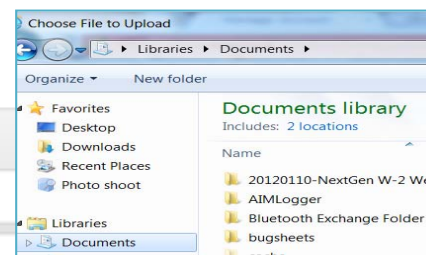
Where do I find bank account and routing numbers?

Save

Back

Attachments

Select files...



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 – Tax Withholdings

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



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	MOUNDVILLE	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).

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
SINGLE - (A)	0	0	0	0.00	

[G4 Instructions](#)

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

Form G-4 (Rev. 5/22/18)

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 x 1300 =
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 (Select One)
 Single/Head of Household \$4,600
 Each Spouse \$3,000
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: 1/30/2019 _____

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.

The screenshot shows the 'Current State of Mississippi Employee's Withholding' page. At the top, a table displays withholding information: Withholding Status (Both Spouses Working), Dependents (0), Emp./Spouse (0), Addl. Allowances (0), Addl. Amt (0.00), Total Exempt Amt (3000.00), and Exempt. Below this is the 'User Instructions' section with a 'Print' button. The main form is the 'MISSISSIPPI EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE'. It includes fields for Employee's Name, SSN, and Residence Address (Gulfport, MS, 39507). The form has several sections for claiming exemptions: Single (Amount Claimed: 0), Marital Status (Check One) with sub-sections (a) Spouse NOT employed and (b) Spouse IS employed, Head of Family (Amount Claimed: 0), Dependents (Amount Claimed: 0), and Age and Blindness (Amount Claimed: 0). A 'TOTAL AMOUNT OF EXEMPTION CLAIMED' field shows 0. There is also a field for 'Additional dollar amount of withholding per pay period if agreed to by your employer' (0) and a 'SCRA' section. At the bottom, there are fields for 'Employee Signature' and 'Date: 6/7/2016'. Red arrows point to the 'Print' button, the 'MS4 Instructions' link, the 'Total Exempt Amt' value, the 'Amount Claimed' fields, the 'TOTAL AMOUNT OF EXEMPTION CLAIMED' field, and the signature and date fields.

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 3
Single

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) 5
0

6. Additional amount, if any, you want withheld from each paycheck 6
\$ 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 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.) DEEDEE S COOKER

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

Employer Name/Address
County Board of Education

Office Code(optional)

Employer FEIN

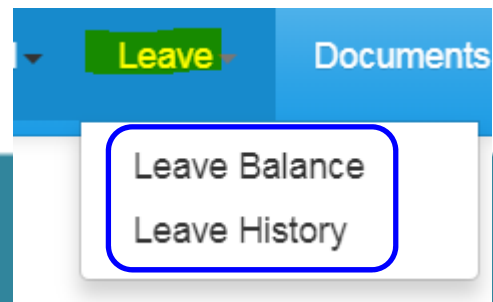
IRS instructions and worksheet are accessible from W4 form.

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 adjustment are displayed with the notes that related to the leave adjustment.


Leave History

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

Start Date

1/1/2010 

End Date

1/31/2019 

Date	Hrs/Days	Description	Note	Used
01/14/2016	D	District Title II		1.00
02/23/2016	D	SICK		1.00
03/25/2016	D	SICK		1.00
04/01/2016	D	SICK		1.00
04/15/2016	D	SICK		0.50
04/27/2016	D	PROFESSIONAL		1.00
04/28/2016	D	District Title II		0.50
05/06/2016	D	SICK	to S.Young/Cat.Leave	-1.00

Employee Self Service–Documents

Documents menu allows the employee to view company documents or the employee's personal documents. The Electronic Forms Agreement will be available in the menu IF your district is using this option.




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.


Company Documents

[Back](#)

ess instructions 2 

[ess training](#)

[more instructions](#)

open enrollment 1 

[letters](#)

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

HARRIS

Employee Policy and Procedures Handbook



Employee Self Service–View Employee Documents

Employee can view and print their detail check, W2, Truth In Salary or 1095C forms if these documents are available.

Employee Documents

Checks ▾

Search

Document

Document Type

Document Date

Checks ▾
Checks
W2
Truth in Salary
1095C



Employee Self Service–View Employee Documents

Employee can view and print their W2 records by selecting W2 from drop down and pressing the search button. A list of all the employee W2s by year will be displayed. Employee will click on the W2 to view the detail record. The document will open in a separate browser tab. The W2 can then be printed or saved. Each tab that is opened with detail records must be closed manually when logging out of ESS.

Employee Documents

W2

Search

Document

2013 W2
2014 W2

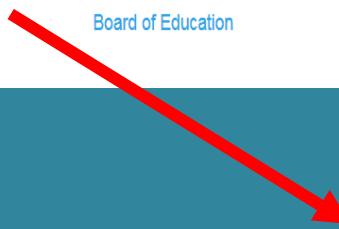
Board of Education
Board of Education

Document Type

W2
W2

Document Date

2/6/2014 9:52:35 AM
1/19/2015 12:27:50 PM



Copy B-To Be Filed With Employee						Copy 2-To Be Filed With Employee State					
FEDERAL Tax Return						City, or Local Income Tax Return					
36-2099003 OMB No. 1545-0008						36-2099003 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	
		18,389.45		955.71				18,389.45		955.71	
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		2,261.93		2,261.93		20,353.68		2,261.93		2,261.93	
5 Medicare wages and tips		6 Medicare tax withheld		295.09		5 Medicare wages and tips		6 Medicare tax withheld		295.09	
20,353.68		295.09				20,353.68		295.09			
c Employer name, address, and ZIP code						c Employer name, address, and ZIP code					
88th County Board of Education											
d Control Number						d Control Number					
82						82					
e Employee name, address, and ZIP code						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		10 Dependent care benefits		11 Nonqualified plans		12a Code See inst. for box 12	
		DD		3,637.24				DD		3,637.24	
13 Statutory Employee		14 Other		12b Code		13 Statutory Employee		14 Other		12b Code	
		CAF		G				CAF		G	
Retirement plan		1,836.00		300.00		Retirement plan		1,836.00		300.00	
414		1,664.19		273.95		414		1,664.19		273.95	
X		DUE				X		DUE			
Third-party sick pay		12c Code				Third-party sick pay		12c 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

Employee can view and print their Truth In Salary documents by selecting Truth In Salary from drop down and pressing the search button. A list of all the employee's document by year will be displayed. Employee will click on the document to view the detail. The document will open in a separate browser tab. The document can then be printed or saved. Each tab that is opened with a detail record must be closed manually when logging out of ESS.

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
Grand Total of Benefits for Fiscal Year:	\$47,555.34

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 - Electronic Form Agreement

Employee can change their choice for tax form delivery by selecting the option and save. Districts can also require that the Agreement be signed by all employees on initial login to ESS. This option may not be used by all districts.

Electronic Form Agreement - Please select one of the following for form delivery.

Harris school system is please to offer electronic delivery of all your forms beginning January, 2018. Your W2, and Pay Forms will be available for viewing and downloading in PDF format through your Employee Self Service account. In order to receive your forms electronically instead of paper copy, you need to give your consent before December 10, 2017. Your electronic W2 forms will be available for viewing by January, 2018. For more information on electronic consent, see Company Documents – Electronic Form Consent.

Example Text Only

- I consent to receive all my tax forms (W2, 1095, Alabama Truth in Salary) electronically each year. I understand I will NOT receive any paper copies of forms.
- I want to receive paper forms for all my tax forms (W2, 1095, Alabama Truth in Salary).

Save

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: COUNTY BOARD OF EDUCATION

Product Version: 2.20.2.99

Accounting System: NextGen

Accounting System Version: 2

Please contact Alice Wonderland for any problems related to ESS for ABC County Board of Education.

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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.



Employee clicks on their user name to manage their account.

Manage Account.

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

[Change account](#) [Back](#)

Change password

Current password	<input type="password"/>
New password	<input type="password"/>
Confirm new password	<input type="password"/>

The employee can change their password by entering their current password and the new password.

Employee Information

Employee Number	<input type="text"/>
User Name	<input type="text" value="rsmith"/>
First Name	<input type="text" value="ray"/>
Last Name	<input type="text" value="Smith"/>
Email	<input type="text" value="rsmith@harrisschools.org"/>
No Alert Emails	<input type="checkbox"/>

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.

Employee Self Service – Manage Account

Any changes made in Manage Account must be validated with a PIN that is emailed to the employee's ESS email. Once the valid PIN is entered and submitted, the changes to the employee's account will be saved.

Manage Account.

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

[Change account](#) [Bank](#)

Change password

Current password

New password

Confirm new password

Employee Information

Employee Number

User Name

First Name

Last Name

Email

No Alert Emails

Enter PIN

Email Sent -- Subject: Account Change Validation PIN

Enter Valid PIN

Submit

nextgeness@gmail.com <nextgeness@gmail.com>
To: @yahoo.com

Your validation PIN
1663