



HARRIS

Employee Self Service Lite

Version 2.13.0

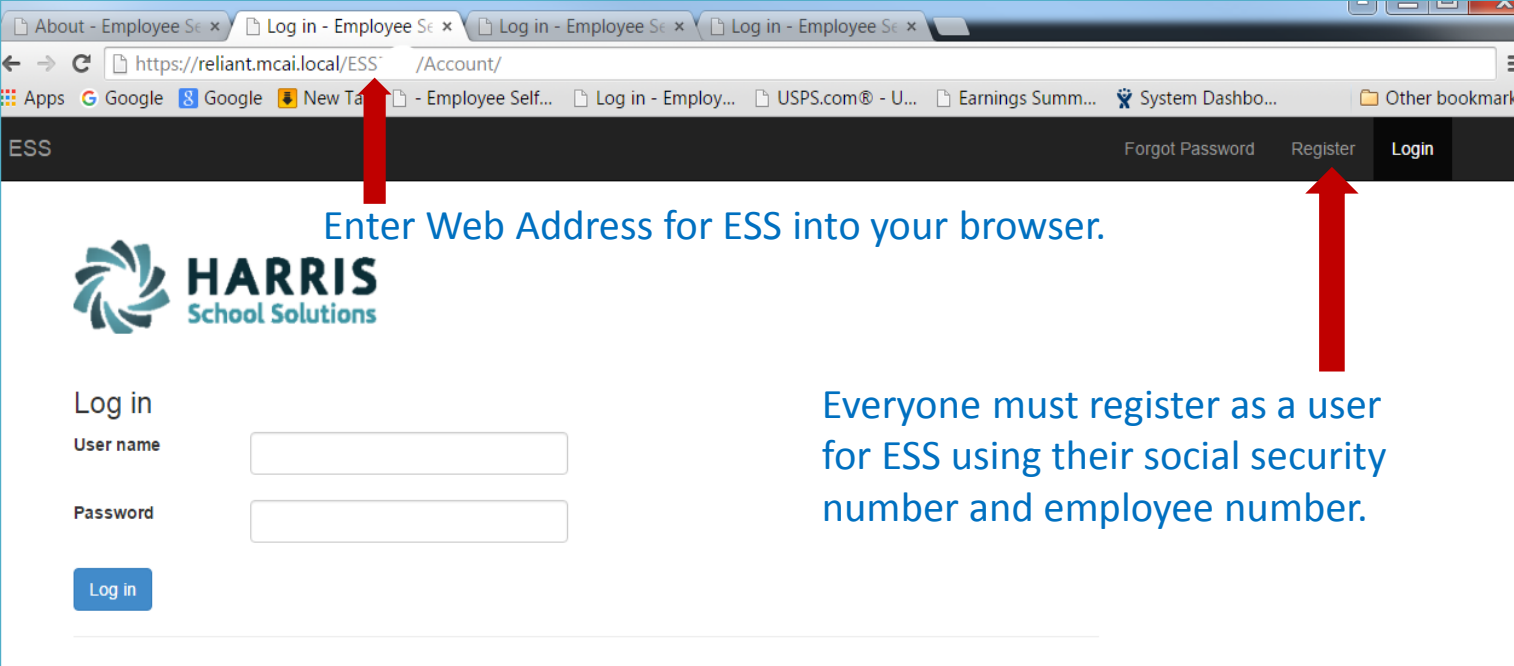
Employee Self Service

Employees can...

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

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 bookmark bar shows several items, including "New Tab" and "Employee Self...". The ESS logo is visible in the top left corner. The navigation menu in the top right corner includes "Forgot Password", "Register", and "Login". The "Register" link is highlighted with a red arrow pointing to the text "Everyone must register as a user for ESS using their social security number and employee number." The login form includes fields for "User name" and "Password", and a "Log in" button.

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

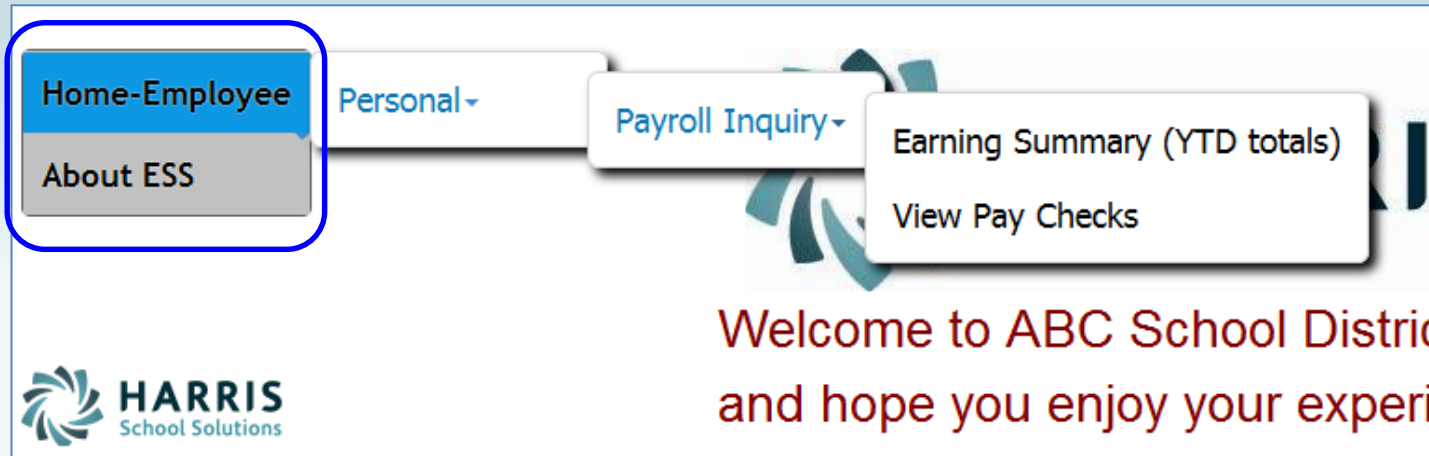
OR

Employee Number

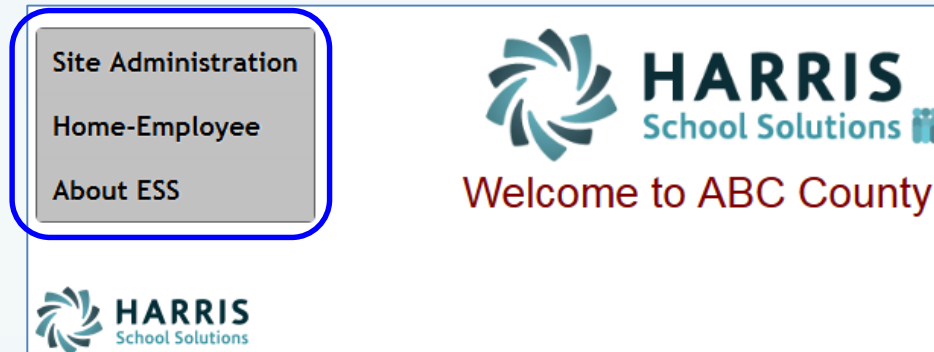
Recover

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.



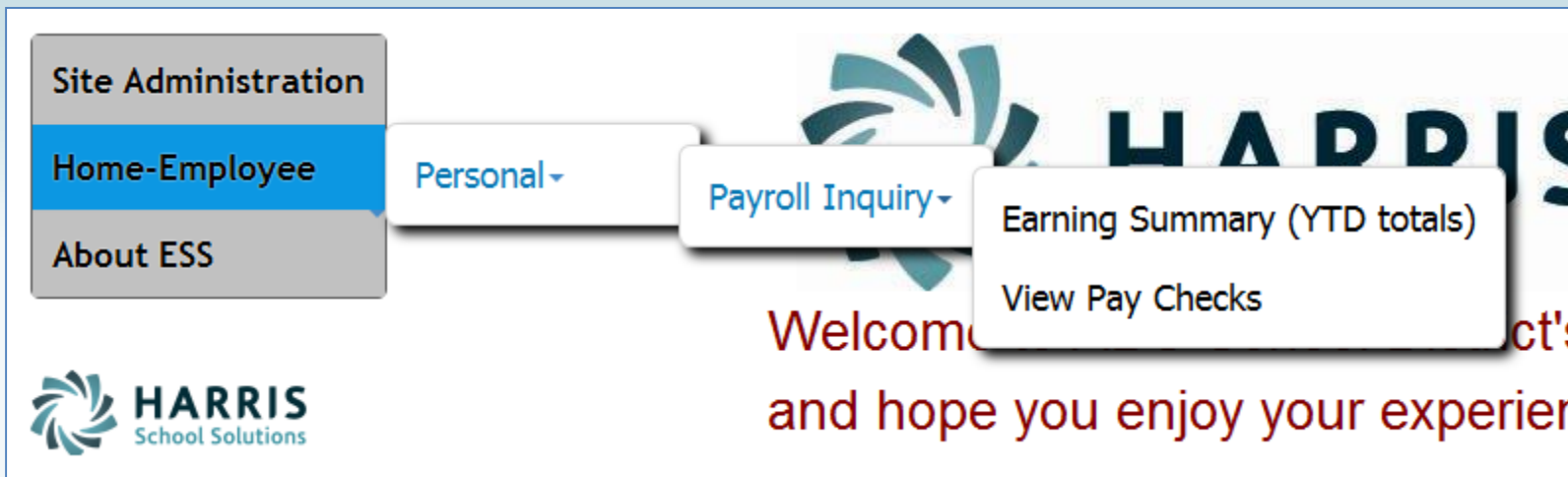
This screenshot shows the Home-Employee menu for an employee user. The menu is highlighted with a blue border. It contains two main options: "Home-Employee" (highlighted in blue) and "About ESS" (in a grey box). The "Home-Employee" option is expanded, showing a sub-menu with "Personal" and "Payroll Inquiry" (highlighted in blue). The "Payroll Inquiry" sub-menu is further expanded, showing "Earning Summary (YTD totals)" and "View Pay Checks". The background features the Harris School Solutions logo and a welcome message: "Welcome to ABC School District and hope you enjoy your experience".



This screenshot shows the Home-Employee menu for an administrator user. The menu is highlighted with a blue border. It contains three main options: "Site Administration", "Home-Employee", and "About ESS". The "Home-Employee" option is expanded, showing a sub-menu with "Personal" and "Payroll Inquiry" (highlighted in blue). The "Payroll Inquiry" sub-menu is further expanded, showing "Earning Summary (YTD totals)" and "View Pay Checks". The background features the Harris School Solutions logo and a welcome message: "Welcome to ABC County".

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. On the left, a vertical navigation menu is shown with three items: "Site Administration", "Home-Employee" (highlighted in blue), and "About ESS". To the right of the "Home-Employee" item, a "Personal" dropdown menu is open, showing "Payroll Inquiry" as the selected option. A further dropdown menu for "Payroll Inquiry" is visible, listing "Earning Summary (YTD totals)" and "View Pay Checks". The background features the Harris School Solutions logo and a partial view of a welcome message: "Welcome... and hope you enjoy your experier".

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

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 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
10 Dependent care benefits	11 Nonqualified plans	12a Code See inst. for box 12 DD 9,837.24	10 Dependent care benefits	11 Nonqualified plans	12a Code See inst. for box 12 DD 9,837.24
13 Statutory Employee	14 Other	12b Code G 300.00	13 Statutory Employee	14 Other	12b Code G 300.00
Retirement plan	CAF 1,836.00 414 1,664.19 DUE 273.95	12c Code X	Retirement plan	CAF 1,836.00 414 1,664.19 DUE 273.95	12c Code X
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

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

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	878.30	
		VALIC - G.	58.53	523.97	
		POCO - G.F	402.00	3,618.00	
		HEALTH-CAF	401.48	3,613.32	
		VISION-CAF	13.97	125.73	
		FLEX MEDCL	208.33	1,874.97	
		DISABILITY	66.99	602.91	
		UNUM PROD	19.89	179.01	
		TRS RETIRE	351.17	3,143.57	
		FNB POLK	2,847.40	30,216.28	
GROSS PAY	5,852.85			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 ORDER OF ELIZABETH TAYLOR
541 EAST MAIN STREET
ROME, GA 30161

NON-NEGOTIABLE DIRECT DEPOSIT

Print toolbar is at bottom of check display.



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.

Home-Employee
About ESS

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.

Employee Self Service

Hello, rsmith Log Off

Home-Employee
About ESS

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

Change password
Current password
New password
Confirm new password

Employee Information
Employee Number
User Name
First Name
Last Name
Email
No Alert Emails

Employee clicks on their user name to manage their account.

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

The employee can change the name and email address associated with their ESS account.

The employee can choose not to receive email alerts for requests and approvals in ESS.