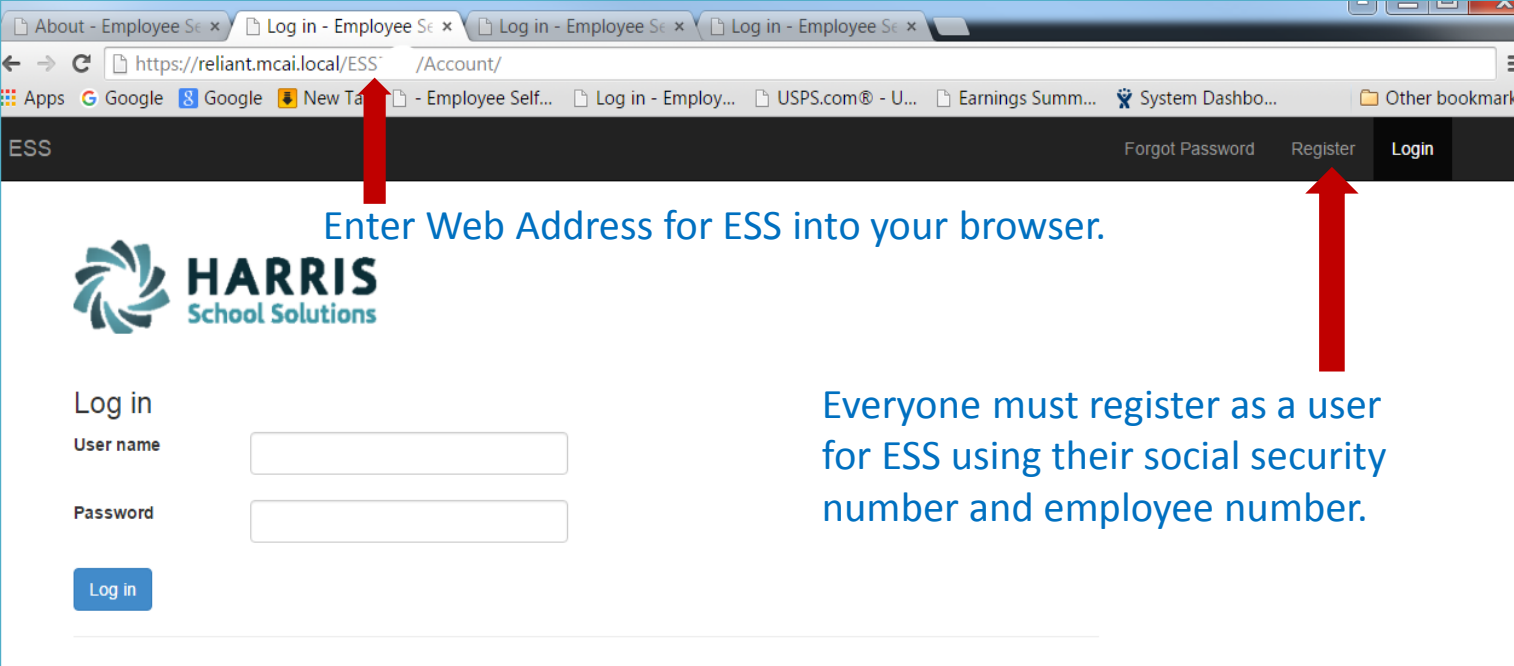# Employee Self Service

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

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.

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.

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

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* with 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.
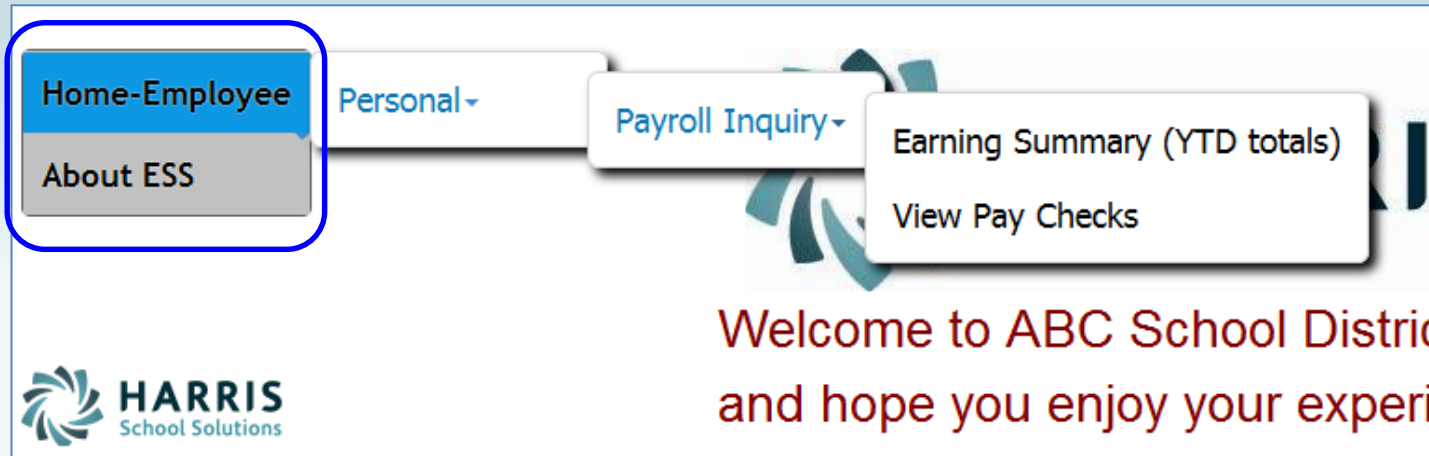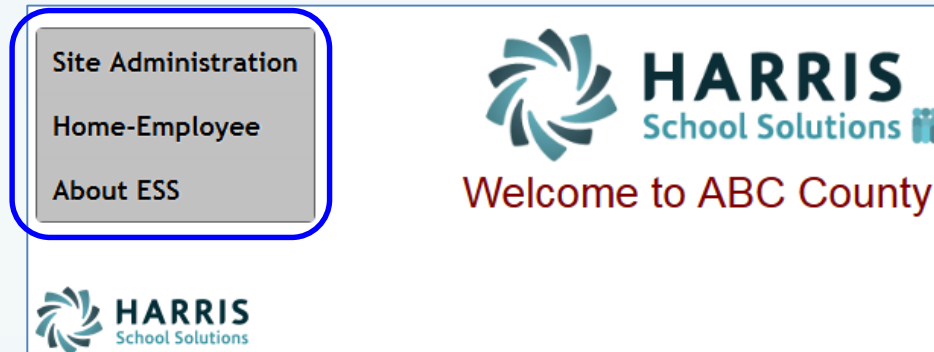
Employee Self Service – Home Menu

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.
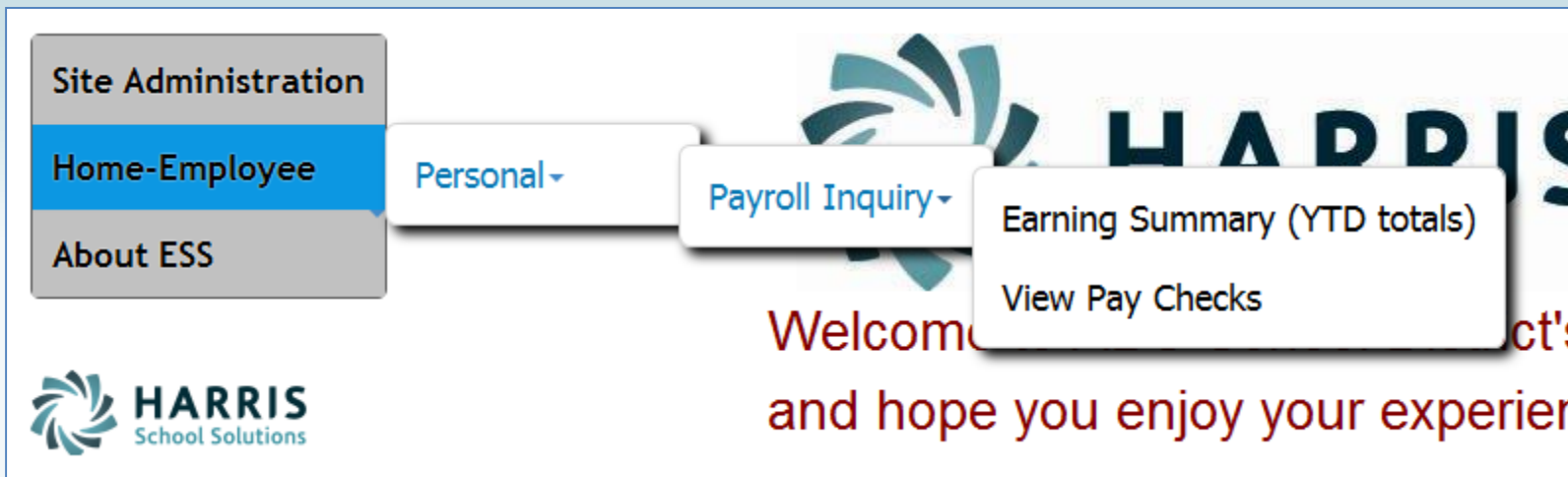
Employee Self Service–Personal/Payroll Inquiry

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

Employee Self Service – Earnings Summary

Employees can view and print their earnings summary by selecting the year they wish to view.

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.

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 1/1/2015

End Date 6/4/2016   Search

Back   Print

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 1/1/2015

End Date 6/4/2016   Search

Back   Print

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.

Print button.

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.

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.

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]

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   643

User Name   rsmith

First Name   raylee

Last Name   Smith

Email   rsmith@harrischools.org

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.