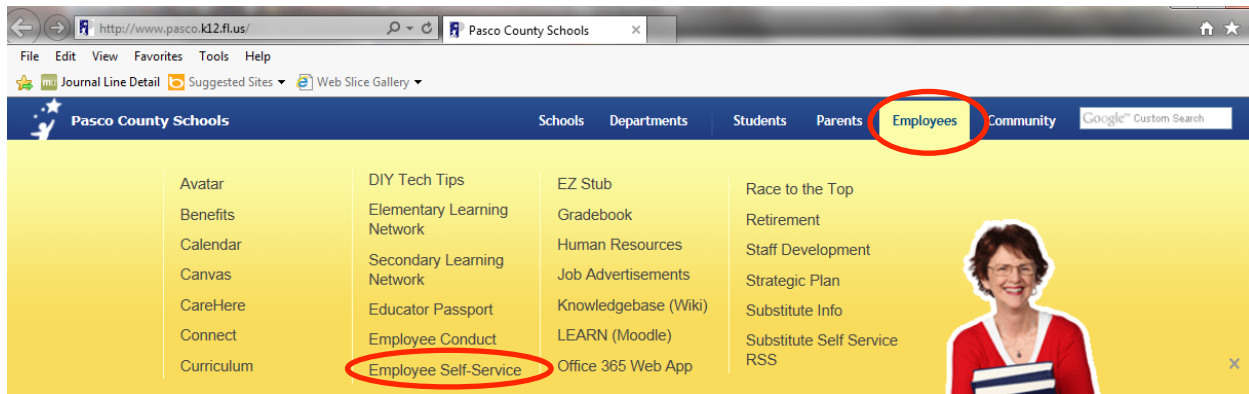


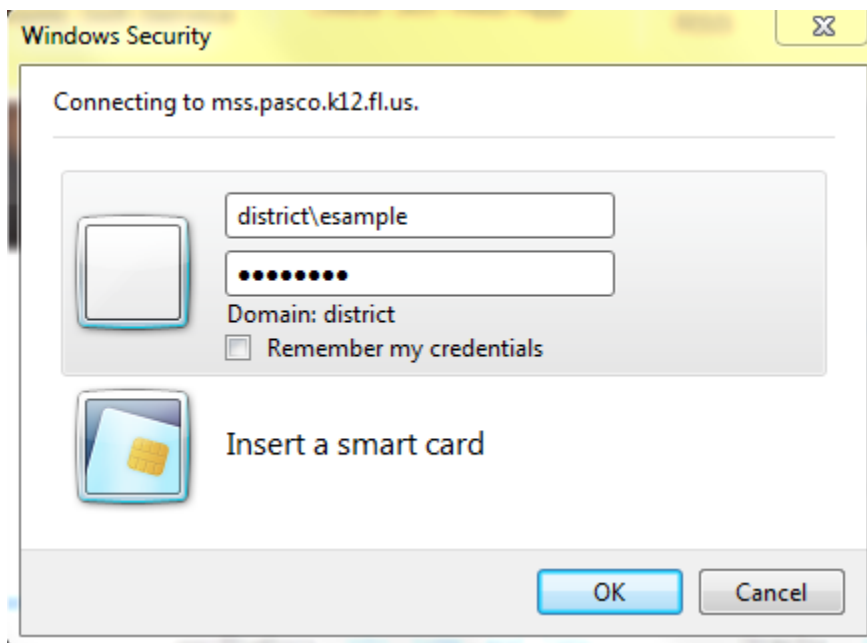
Welcome to Employee Self-Service!

From the District home page, click the Employees link. Next, click Employee Self-Service.

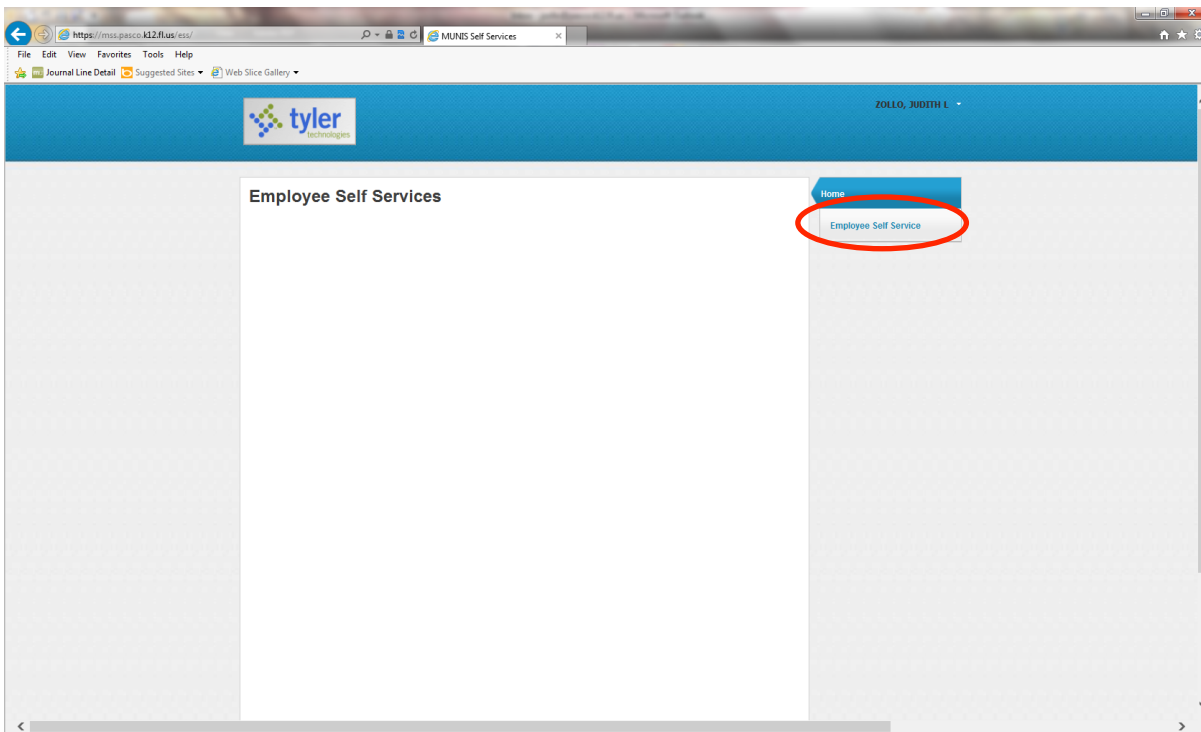


Log in to Employee Self Service. You must type district\user name in order to access ESS. Your user name is the first part of your District issued email address. If you have previously logged on and do not remember your password, please visit the ERP System documents page at <http://www.pasco.k12.fl.us/erp/docs/> and click the link "Changing your District Password." New employees will log on using their eSembler password. Employees who do not use eSembler will need to establish a password through the "Changing your District Password" instructions noted above.

Please note, your log on window may look different based on the type of computer and the web browser selected.



From the Employee Self Services screen, click on Employee Self Service.



Welcome to Employee Self Service Page Opens.

A screenshot of the 'Employee Self Service' page. The page is titled 'Welcome to Employee Self Service' and contains several sections: 'Announcements', 'Personal Information', 'Time off', and 'Paychecks'. A vertical navigation menu on the right side contains links for 'Home', 'Employee Self Service', 'Certifications', 'Pay/Tax Information', 'Personal Information', 'Time Off', and 'Training Opportunities'. Three red callout boxes provide instructions:

- Personal information is displayed here. Click on Personal Information on the menu to update.** (Points to the 'Personal Information' section and the 'Personal Information' menu link.)
- Leave balances are displayed here. For detailed information, including leave usage, click on the Time Off link on the menu.** (Points to the 'Time off' section and the 'Time Off' menu link.)
- Click on the menu links to view detailed information about Certifications, Pay/Tax, Personal Information, and Time Off. Training Opportunities will be available in the future.** (Points to the right-hand navigation menu.)

The 'Paychecks' section displays a table of previous paychecks:

Paycheck	Date	Details
Last Paycheck: 3/14/2014	3/14/2014	Details
Year to date	2/28/2014	Details
	2/14/2014	Details
	1/31/2014	Details
	12/6/2013	Details

Additional callout text at the bottom right: **The last 5 pay advices are displayed here. Click on the camera icon to display the pay advice in a PDF format. To view older pay advices, click the Pay/Tax Information link on the menu. Click on the Paycheck Simulator to estimate how changes to taxes and benefits affect take-home pay. Click on the View last year's W2 link to access W-2 information. Click on the Change your W4 to make changes to your Federal Income Tax Withholding status.**

To view Certifications on file with the District, click the Certifications tab on the right side of the page.

The screenshot shows the Tyler Technologies Employee Self Service portal. The main content area displays a table of certifications:

Type	Area	Level	Number	Effective	Expires
PROFESSIONAL CERTIFICATE	ELEMENTARY EDUCATION K-6		0000000000	7/1/2012	6/30/2014
PROFESSIONAL CERTIFICATE	ESOL ENDORSEMENT K-12		0000000000	7/1/2012	6/30/2014

On the right side, a vertical menu contains several options: Home, Employee Self Service, **Certifications** (highlighted with a red circle), Pay/Tax Information, Personal Information, Time Off, and Training Opportunities.

To view pay advices for prior pay periods, click on the Pay/Tax Information link on the menu. Use the drop down next to your name to select a different year (please note, only pay advices produced after 10/1/2013 are available in Employee Self Service).

The screenshot shows the Tyler Technologies Employee Self Service portal with the Pay/Tax Information page. The main content area displays a table of pay advices:

Check Date	Pay Period	Status	Gross Pay	Net Pay	Details
3/14/2014	2/15/2014 - 2/28/2014	Cleared	\$1,555.77	\$1,127.34	Details
2/28/2014	2/1/2014 - 2/14/2014	Cleared	\$1,555.77	\$1,132.16	Details
2/14/2014	1/18/2014 - 1/31/2014	Cleared	\$289.41	\$149.06	Details
1/31/2014	1/4/2014 - 1/17/2014	Cleared	\$236.00	\$126.00	Details

On the right side, a vertical menu contains several options: Home, Employee Self Service, **Pay/Tax Information** (highlighted with a red circle), Personal Information, Time Off, and Training Opportunities.

A red arrow points to the 'Details' link in the first row of the table, with the text: "Click on the Details link to view pay advice detail."

From the Details page, click on **View paycheck image** to retrieve a printable PDF version of the pay advice.

Click on the YTD Information Link for year-to-date totals (please note that 2013 data contains only information for checks produced after 10/1/2013). Use the Year drop down next to your name to change years.

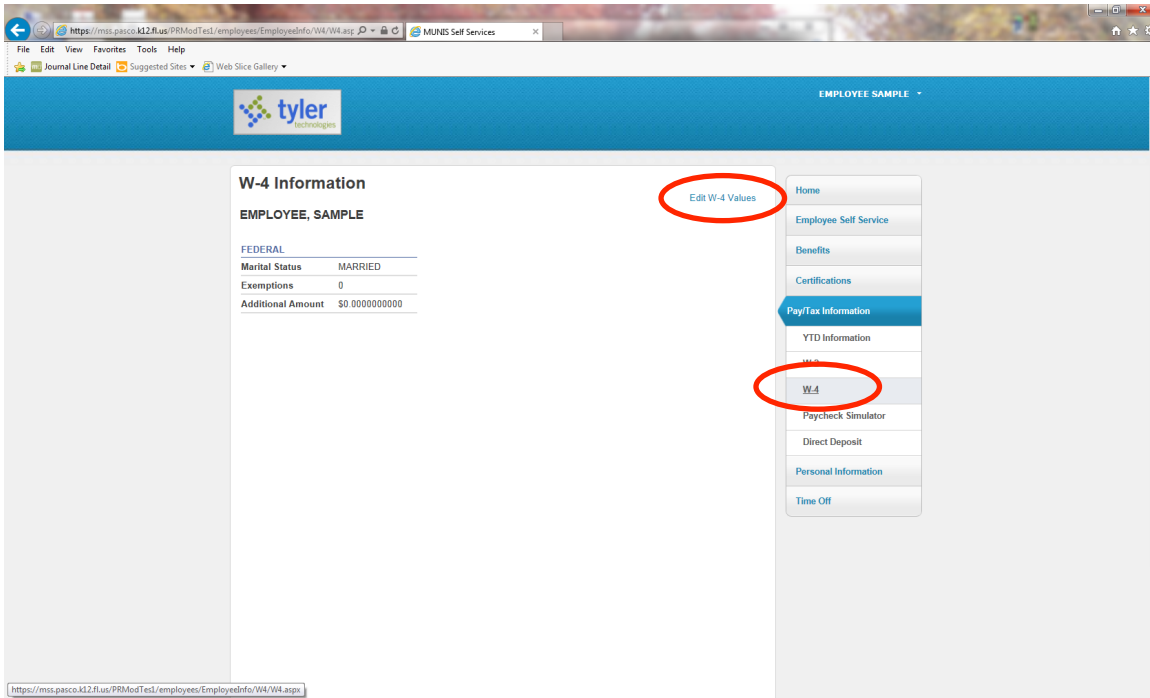
The screenshot shows the Tyler Technologies employee self-service portal. The main content area is titled "Year-to-Date Information" and features a dropdown menu for the year, currently set to 2014. Below this, there are three tables: Overview, Earnings, and Deductions. The Overview table shows Gross YTD Earnings of \$3,679.14. The Earnings table lists various pay components like BASEEXE, SUB TCHR D, and SUB HRLY. The Deductions table lists items like FICA, MEDICARE, and HEALTH INS24. On the right side, there is a navigation menu with options like Home, Employee Self Service, Benefits, Certifications, Pay/Tax Information, YTD Information, W-2, W-4, Paycheck Simulator, Direct Deposit, Personal Information, and Time Off. The "YTD Information" link is circled in red.

Year-to-Date Information	
EMPLOYEE, SAMPLE Year: 2014	
Overview	
Gross YTD Earnings	\$3,679.14
Earnings	
BASEEXE	\$2,947.70
SUB TCHR D	\$330.00
SUB HRLY	\$237.60
BASE IN 5P	\$163.84
Deductions	
FICA	\$190.49
MEDICARE	\$50.57
HEALTH INS24	\$60.00
DENTAL24	\$40.50
ACCIDENT	\$18.99
CANCER	\$23.85
HOSPPRTX	\$60.21
VALIC 457B \$	\$75.00
FED WH	\$278.65
FRS HA	\$93.34
FICA ALT	\$20.86
USEP INST	\$76.77
LIFELOCK24	\$12.75
DISABILITY	\$45.03
DIRECT DEPOS	\$2,644.63

Click the W-2 link for W-2 information. Click on **View W-2 image** for a printable version of the document.

The screenshot shows the Tyler Technologies employee self-service portal. The main content area is titled "W-2 Information" and features a dropdown menu for the year. Below this, it states "No W2s could be found." On the right side, there is a navigation menu with options like Home, Employee Self Service, Benefits, Certifications, Pay/Tax Information, YTD Information, W-2, W-4, Paycheck Simulator, Direct Deposit, Personal Information, and Time Off. The "W-2" link is highlighted in blue.

Click the **W-4** link for Federal Tax Withholding information. Click the **Edit W-4 Values** link to make changes to marital status or exemptions.



You may change marital status, exemptions, or change or add an additional amount on Employee Self Service. Check the **"Under Penalties"** certification statement and click **Continue**. Review changes and click **Submit**.

FEDERAL

Marital Status	<input type="text" value="SINGLE"/>
Exemptions	<input type="text" value="0"/>
Additional Amount (\$)	<input type="text" value="72.000000000"/>

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify they are correct and complete.

Continue **Reset** **Cancel**

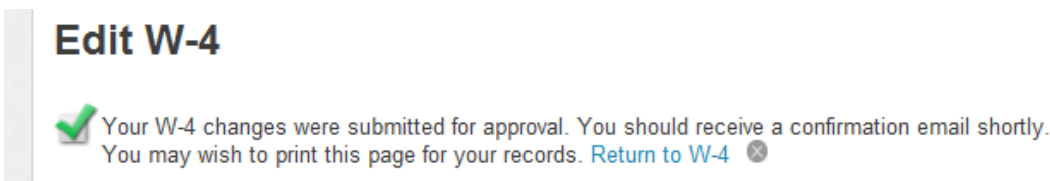
FEDERAL

Marital Status	SINGLE
Exemptions	0
Additional Amount	72.0000000000

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify they are correct and complete.

Submit **Cancel**

The process is complete when the following message is received:



Changes are submitted to Payroll for approval. Upon approval by Payroll, Email notifications are sent. W-4 changes are posted bi-weekly, and it may take several days for the email confirmation to arrive.

Use the Paycheck Simulator link to estimate changes in take home pay when a deduction is changed. (Please note that benefit deductions can only be changed during Benefit Open Enrollment or by a Qualifying Family Status Change).

The screenshot shows a web browser window with the URL <https://msa.pasco.k12.fl.us/PPM/Info/employees/EmployeeInfo/NetPaySim>. The page title is "Paycheck Simulator".

At the top, there is a "Pay cycle" dropdown set to "1" and a note: "Switching deduction cycles will reset the entire page." Below this is a "Pay Details" table:

Job	Job Description	Pay	Pay Description	Hours	Rate	Percentage	Amount
3009	TCHR ELEM K5	100	BASE EXEMPT	66.54	26.0680	0.00	1473.85
3009	TCHR ELEM K5	525	BASE INCREASE 5 +PCON	0.00	1.4490	0.00	81.92
9000	SUBSTITUTE TCHR	120	SUBSTITUTE TCHR DAILY	0.00	55.0000	0.00	0.00
9003	SUBSTITUTE NONINSTR	175	SUBSTITUTE HOURLY	0.00	7.7900	0.00	0.00

Below the table are sections for "Marital" and "Exemptions" with dropdown menus and input fields:

Marital	Exemptions
Federal Tax: MARRIED	0
State Tax: [dropdown]	0
Local Tax: [dropdown]	0

A "Deductions" table is also present:

Description	Amount
TAXABLE BENEFITS TAXES	0.00
SUNBELT \$6.25 24	-6.25
DIS PLAN B 60 DAY 24 DEDUCT	15.01
LIFE LOCK 24	4.25
USEP INSTRUCTIONAL	25.59
FICA ALTERNATIVE	116.68
FRS HA PLAN	46.67
VALIC DEFERRED COMP 457B5	25.00

On the right side, there is a vertical navigation menu with the following items: Home, Employee Self Service, Benefits, Certifications, Pay/Tax Information (highlighted), YTD Information, W-2, W-4, Paycheck Simulator, Direct Deposit, Personal Information, and Time Off.

Click the Direct Deposit link to view current direct deposit arrangement.

Click the Change link to update direct deposit information (Please note: A new bank account must be provided when ending a previous direct deposit arrangement).

Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

Primary account

Bank	Account type	Account number	Prenote	Percentage	
Suncoast Schools FCU	Checking	0000000001	No	100	Change Delete

Percentage-based accounts
You have no percentage-based accounts for direct deposit.

Amount-based accounts
You have no amount-based based accounts for direct deposit.

Check box to finalize request. Changes are not immediate. Click Resources link in the upper right corner for the schedule of effective dates of direct deposit changes. Employees are responsible for the accuracy of account information entered.

[Submit changes](#)

EMPLOYEE SAMPLE

- Home
- Employee Self Service
- Benefits
- Certifications
- Pay/Tax Information
 - YTD Information
 - W-2
 - W-4
 - Paycheck Simulator
 - [Direct Deposit](#)
 - Personal Information
 - Time Off

Click the **Change** Link

Select the correct Bank name and the routing number found on check or pay card instructions. Please note: many banks utilize more than one routing number (See JP Morgan below). Incorrect selection of a routing number can delay deposit of pay.

Enter new account information and click **OK**.

Edit DIRECT DEPOSIT 100% NET

Bank name:

Account type:

Account number:

Percentage:

The screenshot shows the 'Direct Deposit Accounts' page in the Tyler Technologies Employee Self Services portal. An 'Edit' modal is open, allowing the user to update an existing account or add a new one. The modal includes the following fields:

- Bank name:
- Account type:
- Account number:
- Percentage:

The background page shows a table of existing direct deposit accounts. The 'Submit changes' button is visible at the bottom of the page.

After clicking **OK**, the system returns you to the Direct Deposit Accounts page. To complete the change or addition of a bank, **Check** the box next to the statement and click **Submit Changes**.

Check box to finalize request. Changes are not immediate. Click Resources link in the upper right corner for the schedule of effective dates of direct deposit changes. Employees are responsible for the accuracy of account information entered.

Submit changes

Payroll posts direct deposit changes according to the schedule posted under the Resources link at the top right of the page.

Click the Personal Information link to review personal information on file with the District.

Personal Information

[Address / E-mail change](#)

Home Address 123 MAIN STREET, LAND O' LAKES, FL 34638

Mailing Address 1 123 MAIN STREET, LAND O' LAKES, FL 34638

E-mail semployee@pasco.k12.fl.us

Alternate E-mail semployee@internetprovider.com

Telephone [Add Telephone Number](#)

Type	Description	Number	Unlisted	
PRIMARY	HOME PHONE	727-774-2000	No	Change
HOME PHONE MIGRATION	CELL	727-794-2000	No	Change Delete

Dependents [Add Dependent](#)

No Dependent information to display.

Emergency Contacts [Add Emergency Contact](#)

Name	Relationship	Telephone	Comments	
SPOUSE EMPLOYEE	SPOUSE	727-774-2000	813-794-2000	Change Delete

Home

Employee Self Service

Benefits

Certifications

Payroll Information

Personal Information

Time Off

Click the **Change** link next to Address/E-mail to update home address, mailing address or add an alternate email address

Edit Address / E-Mail

Home Address

Address line 1

Address line 2

City

State

Zip

Mail Address 1 Delete

Address line 1

Address line 2

City

State

Zip

After information has been updated, click **Update** at the bottom of the page.

E-Mail

E-Mail Address

Alternate E-Mail Address

Telephone and Emergency contact information can be changed by clicking the **Change** link on the right side of the display. Enter phone number using dashes i.e. 813-794-2000.

Click the Time Off link to review detailed leave information.

Time Off

TCH EL K5

	Maximum Allowed	Earned	Projected Earned*	Taken	To Be taken	Currently Available	Projected Available*
SICK (H)	9999.99	255.25	255.25 through 6/30/2014	84.50	0.00	170.75	170.75 through 6/30/2014
PERSONAL (H)	0.00	45.00	45.00 through 3/10/2014	9.50	0.00	35.50	35.50 through 3/10/2014

H=Hours, D=Days.
*This is an estimate. Please note that your actual earnings may differ.

Time Off Approver: !

EMPLOYEE SAMPLE

- Home
- Employee Self Service
- Benefits
- Certifications
- Pay/Tax Information
- Personal Information
- Time Off**

Click the **hours** under Taken to view detailed dates of leave usage. Click the year drop down to view other years (please note, only leave used after 9/13/2013 will be shown in Employee Self Service). Click **Return to previous view** to go back to the leave summary page.

Time Off Calendar

Year: 2014 Go

[Return to previous view](#)

TCH EL K5: SICK Time

January 2014							February 2014							March 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					

Thank you for using Employee Self Service. Please completely close your internet browser to exit Employee Self Service.