

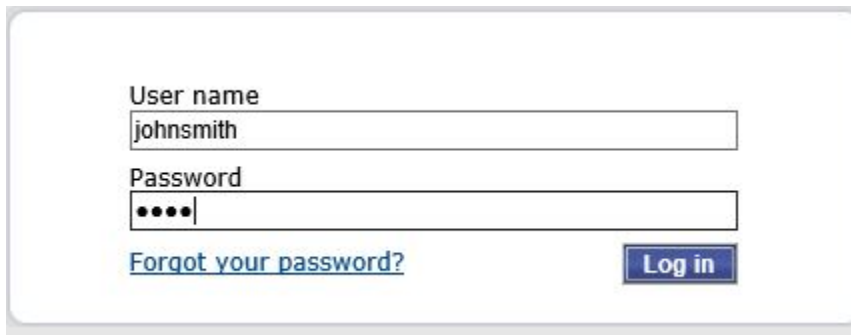
# Employee Self Service (ESS) – Substitute Employee Instructions

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## How to Access Employee Self Service (ESS)

### *Connecting to ESS*

- The ESS website will be available through the District’s website by selecting “Employee” in the ribbon on the Home page and then “Employee Self Service”.
- \*If the User name and Password Screen does not display immediately, select Log in from the upper right corner.
- The employee will be prompted to sign on using a sign on screen similar to the one shown below. There may be slight differences in the appearance based on the browser used to access ESS.



The screenshot shows a login form with two input fields. The first field is labeled 'User name' and contains the text 'johnsmith'. The second field is labeled 'Password' and contains four dots. Below the password field is a blue link that says 'Forgot your password?'. To the right of the password field is a blue button with white text that says 'Log in'.

## How to sign on

### **User name:**

In the user name box within this window, the employee must enter their first name followed by last name with no space ex: John Smith would be johnsmith

### **ESS Password:**

Enter the password. Passwords are case sensitive and by default will be the last 4 of social security number on the first signon. After the password is entered the user will be prompted to change it.

## What does the employee do if they cannot remember their password?

Click on “forgot your password”. (This is displayed after selecting log in from the web page).

Enter the user name in the user name field.

Click “retrieve hint”.

An email will be generated from “NoReply@Munis.com providing the password hint the user provided at the initial sign on.

If the password is still not remembered, use the link provided in the email to regenerate a new password. The user will be directed to a website and the user name (User ID) will be displayed. Click on the submit button and follow the instructions provided on the screen. The user will be provided a new temporary password via email and will be prompted to change it when signing on using the temporary password.

### **Navigating within ESS:**

At the Home screen, select Employee Self Service to access the Welcome screen. The Welcome screen contains summary information as well as announcements and access to side menu options.

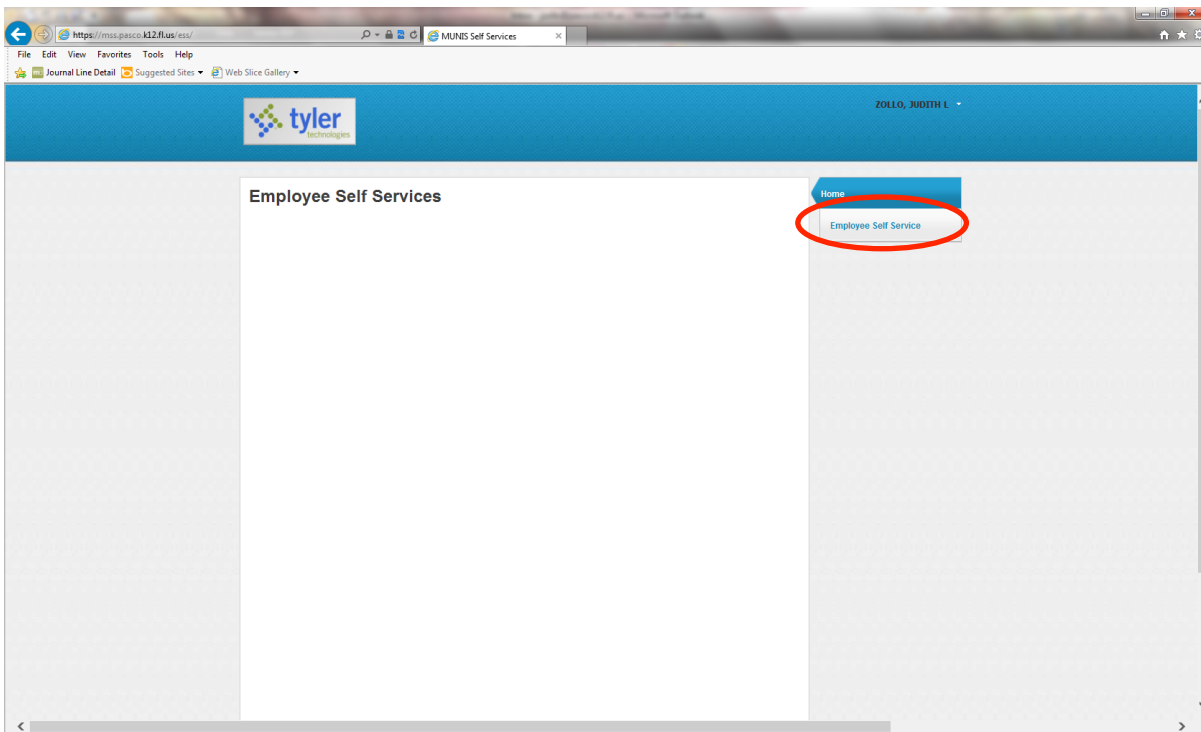
#### *Side Menu Options:*

- **Certifications:** view certification details
- **Expense Reports:** For future use.
- **Pay/Tax Information:** shows payroll information, year to date totals, W-4 election details, access to W-2, **salary notification**, paycheck simulator, and direct deposit information.

***NOTE:*** ESS will feature paycheck information for payrolls from October 11, 2013 forward. EZSTUB will still be available for all check stubs or deposit advises for payrolls prior to October 11, 2013.

- **Performance Evaluation:** For future use.
- **Personal Information:** contains address, telephone number, alternate e-mail, dependent information, and emergency contacts. **Employees may view and change personal information through ESS.**
- **Substitute Teaching:** Substitutes can review substitute job history here.
- **Training Opportunities:** Not in use at this time.

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 title is 'Welcome to Employee Self Service'. The left sidebar contains a navigation menu with the following items: Home, Employee Self Service (highlighted in blue), Certifications, Pay/Tax Information, Personal Information, Time Off, and Training Opportunities. The main content area is divided into several sections:

- Announcements:** A section for displaying announcements.
- Personal information:** A section displaying employee details for 'EMPLOYEE, SAMPLE' (123 MAIN STREET, LAND O' LAKES, FL 34638). It includes contact information: Phone (HOME PHONE: 727-774-2000, CELL: 727-794-2000) and Email (sempljee@pasco.k12.fl.us, Alt email: sempljee@internetprovider.com). A 'View profile' link is present.
- Time off:** A section titled 'TCH EL K5' showing 'Available time' for 2014. It includes a bar chart for 'SICK' (170.75 Available, 255.25 Total) and 'PERSONAL' (35.50 Available, 45.00 Total) leave. A 'Time Off' link is present.
- Paychecks:** A section titled 'Previous paychecks' showing a list of paychecks with dates and details links. The 'Last Paycheck' is 3/14/2014. A 'Year to date' summary is also shown. A 'Show paycheck amounts' link is present.

Callout boxes provide additional instructions:

- Personal information is displayed here. Click on **Personal Information** on the menu to update.
- Leave balances are displayed here. For detailed information, including leave usage, click on the **Time Off** link on the menu.
- 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.
- 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 Information** 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

The right-hand menu is visible, with the 'Certifications' link highlighted in blue and circled in red. Other menu items include Home, Employee Self Service, 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. The main content area displays the 'Pay/Tax Information' page. The 'Year' dropdown menu is set to '2014' and is circled in red. The table below shows pay information for 2014:

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	\$149.06	Details

The right-hand menu is visible, with the 'Pay/Tax Information' link highlighted in blue and circled in red. Other menu items include Home, Employee Self Service, Personal Information, Time Off, and Training Opportunities.

A red arrow points to the 'Details' link in 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 components like BASEEXE, SUB TCHR D, SUB HRLY, and BASE IN 5P. The Deductions table lists items like FICA, MEDICARE, HEALTH INS24, DENTAL24, ACCIDENT, CANCER, HOSPPRTX, VALIC 457B \$, FED WH, FRS HA, FICA ALT, USEP INST, LIFELOCK24, DISABILITY, and DIRECT DEPOS.

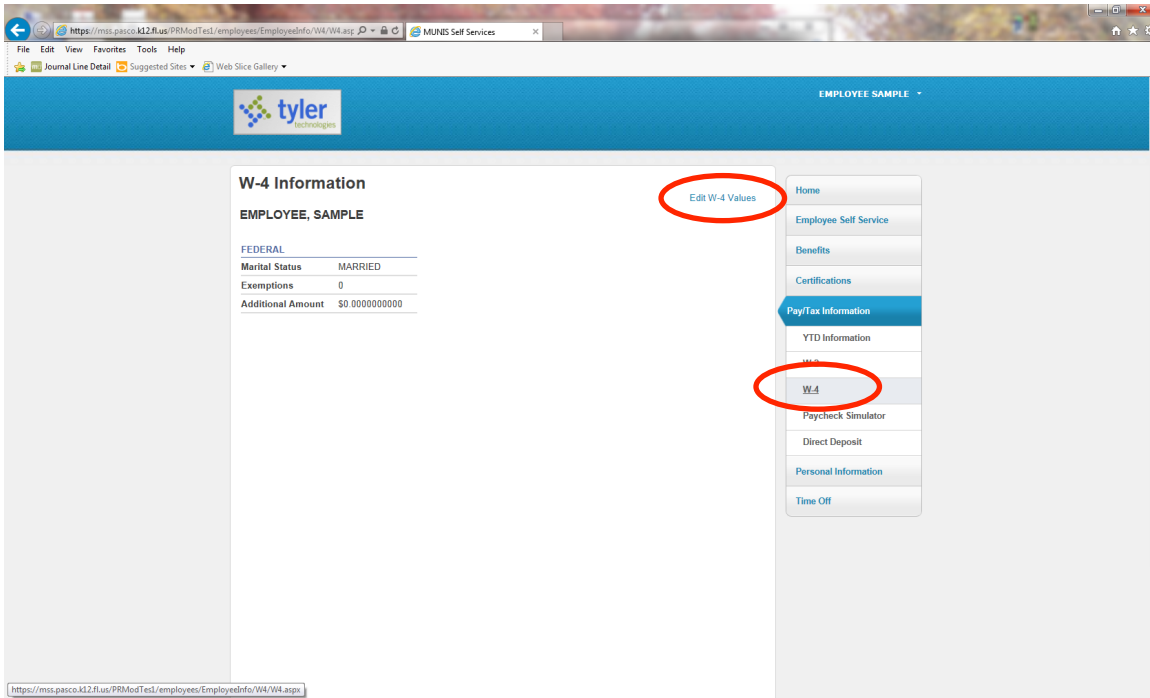
Year-to-Date Information	
EMPLOYEE, SAMPLE	Year: 2014
<b>Overview</b>	
Gross YTD Earnings	\$3,679.14
<b>Earnings</b>	
BASEEXE	\$2,947.70
SUB TCHR D	\$330.00
SUB HRLY	\$237.60
BASE IN 5P	\$163.84
<b>Deductions</b>	
FICA	\$190.49
MEDICARE	\$50.57
HEALTH INS24	\$60.00
DENTAL24	\$40.50
ACCIDENT	\$18.99
CANCER	\$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." The right-hand navigation menu is visible, with the "W-2" link highlighted.

W-2 Information	
Year:	[Dropdown]
No W2s could be found.	

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**

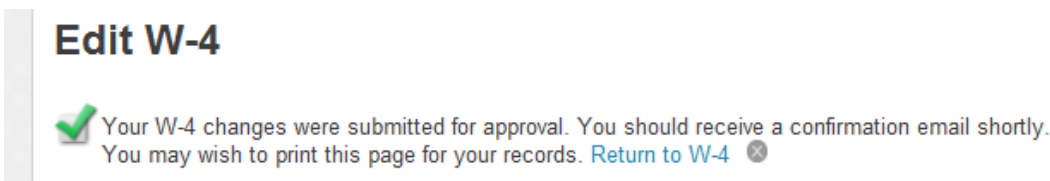
FEDERAL

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 "Marital" and "Exemptions" sections:

Marital: Federal Tax **MARRIED** (dropdown), Exemptions: 0 (input field)

State Tax: (dropdown), Exemptions: 0 (input field)

Local Tax: (dropdown), Exemptions: 0 (input field)

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 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).

The screenshot shows the 'Direct Deposit Accounts' page in the Tyler Technologies system. The page title is 'Direct Deposit Accounts'. Below the title, there is a note: 'The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.' The main content area is divided into three sections: 'Primary account', 'Percentage-based accounts', and 'Amount-based accounts'. The 'Primary account' section contains a table with the following data:

Bank	Account type	Account number	Prenote	Percentage	
Suncoast Schools FCU	Checking	0000000001	No	100	<a href="#">Change   Delete</a>

The 'Percentage-based accounts' section states: 'You have no percentage-based accounts for direct deposit.' The 'Amount-based accounts' section states: 'You have no amount-based accounts for direct deposit.' At the bottom of the main content area, there is a checkbox labeled '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.' Below this is a 'Submit changes' button. On the right side, there is a sidebar with navigation links: Home, Employee Self Service, Benefits, Certifications, Pay/Tax Information (highlighted), YTD Information, W-2, W-4, Paycheck Simulator, Direct Deposit (circled in red), Personal Information, and 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 Service portal. An 'Edit' modal is open, allowing the user to select a new bank from a list. The modal includes fields for Bank name, Account type, Account number, and Percentage. The background page shows a table of existing direct deposit accounts and a 'Submit changes' button.

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	<a href="#">Change</a>
HOME PHONE MIGRATION	CELL	727-794-2000	No	<a href="#">Change</a>   <a href="#">Delete</a>

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	<a href="#">Change</a>   <a href="#">Delete</a>

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.