



HARRIS

Employee Self Service (ESS)

Version 2.12.0

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 and Forgot Password on Log In screen

ESS

Forgot Password Register Login

Enter Web Address for ESS into your browser.

Log in

User name

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.

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

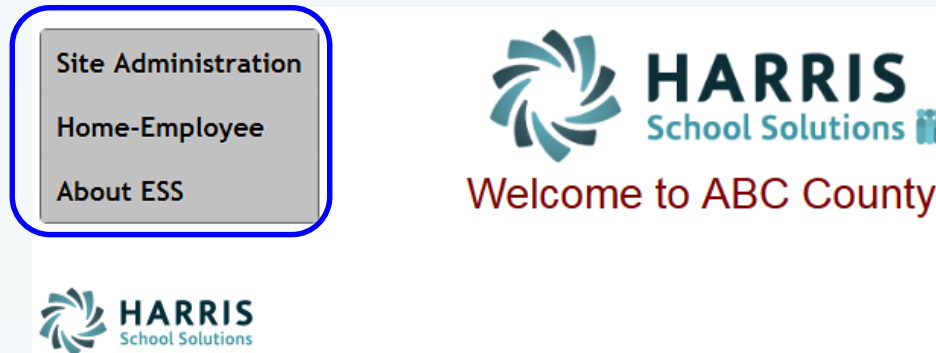
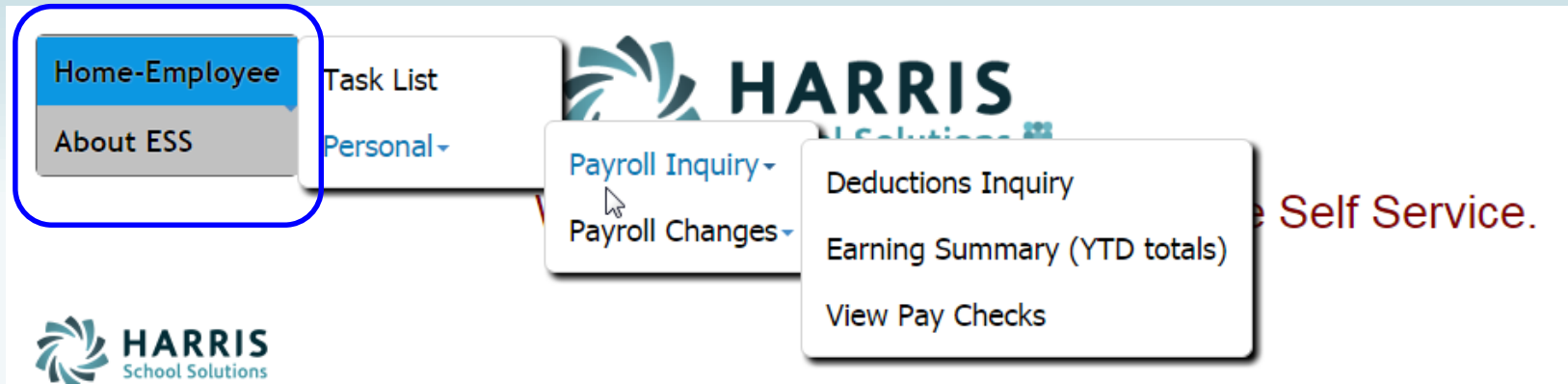
OR

Employee Number

Recover

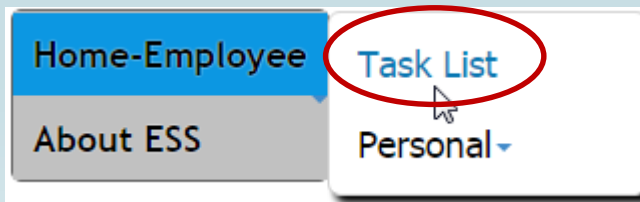
Employee Self Service – Home Menu

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.



Employee Self Service - Task List

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



Employee Pending Request for Changes

My Pending Requests

| Date Submitted | Request Type | Description | |
|-----------------------|--------------|--|---|
| 06/03/2016 03:10:26PM | Demographic | Demographic Change Request for BRENDA ANDY | <input type="button" value="x Cancel"/> |

[View My Past/Current Requests](#)

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

↑
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.

Home-Employee **Task List** Personal

About ESS

Approver Tasks

| Date Submitted | Request Type | Approver Role | Description |
|-----------------------|--------------|---------------|---|
| 05/11/2016 03:42:30PM | Demographic | HrApprover | Demographic Change Request for Deedee Cooker |
| 05/26/2016 05:01:49PM | Demographic | HrApprover | Demographic Change Request for RAYLEE SMITHEE |
| 06/03/2016 03:10:26PM | Demographic | HrApprover | Demographic Change Request for BRENDA ANDY |

[View Completed Approver Tasks](#)

My Pending Requests

| Date Submitted | Request Type | Description | |
|-----------------------|--------------|--|---|
| 05/11/2016 03:42:30PM | Demographic | Demographic Change Request for Deedee Cooker | <input type="button" value="x Cancel"/> |

[View My Past/Current Requests](#)

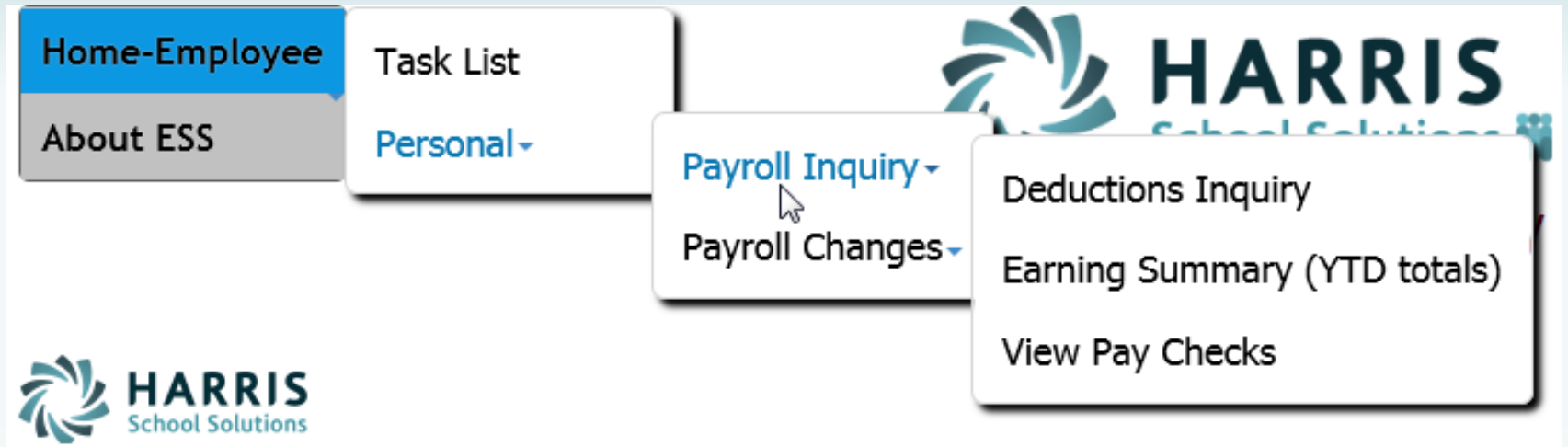
The Approver can approve or reject pending requests from employees on the Task List menu under Approver Task.

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.



The screenshot displays the Harris School Solutions Employee Self Service interface. The navigation menu is shown with the following items:

- Home-Employee
- About ESS
- Task List
- Personal
- Payroll Inquiry
- Payroll Changes
- Deductions Inquiry
- Earning Summary (YTD totals)
- View Pay Checks

The Harris School Solutions logo is visible in the bottom left corner of the interface.

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

| | |
|-------------------------------------|-------------|
| 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 | | | Copy 2-To Be Filed With Employee State | | | 38-2099603 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 | | | | | | |
| | 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 | | | | | | c Employer name, address, and ZIP code | | | | | |
| d Control Number 82 | | | | | | d Control Number 82 | | | | | |
| 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 | | | | | | |
| | | | | | | | | | | | |
| 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 | | | | | | |
| 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 | | | | | | |
| Retirement plan | 414 1,664.19 | 12c Code | Retirement plan | 414 1,664.19 | 12c Code | | | | | | |
| X | DUE 273.35 | | X | DUE 273.35 | | | | | | | |
| 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



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.


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:



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 |

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 |

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 | 678.30 | | |
| | | 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 | | |
| LEAVE DESCRIPTION | BALANCE | TAKEN | | | | |
| SICK LEAVE | 19.00 | 0.50 | | | | |
| GROSS PAY | | | 5,852.85 | 52,393.01 | | |
| FRINGE BENEFIT | | | 0.00 | 0.00 | | |
| 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 |

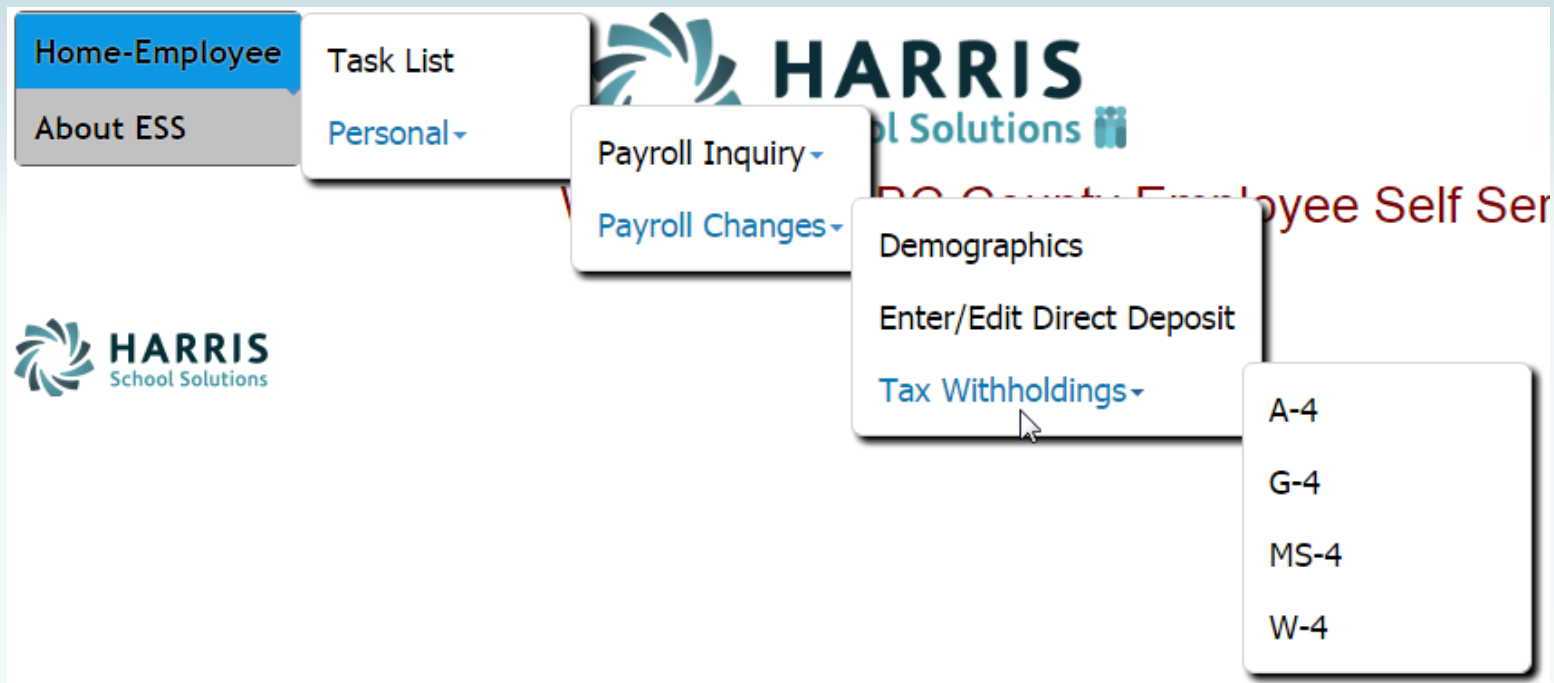
TO THE ELIZABETH TAYLOR
ORDER 541 EAST MAIN STREET
OF ROME, GA 30161

NON-NEGOTIABLE DIRECT DEPOSIT

Print toolbar is at
bottom of check display.

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.

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

Demographic Change Request

Pending

Save Back Print

User Instructions

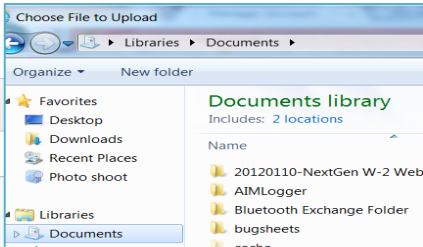
All changes to name require a copy of social security card with same name. Please attach copy of social security card or bring your card by the Payroll department.

| | | | |
|------------|-------------------------|-------------|--------------------|
| First Name | BRENDA | Middle Name | |
| Last Name | ANDY | Birthday | 8/2/1974 |
| Email | ANDY_B@HARRISSCHOOL.ORG | Gender | Female |
| Address 1 | P. O. BOX 7450 | Address 2 | 4254 ROSSON STREET |
| City | BAY SAINT LOU | State | MS |
| | | Zip Code | 39520-1032 |
| Home Phone | 8827845121 | Cell Phone | 5157458963 |

Attachments

Select files...

Welcome Scan.jpg



Information can be printed by selecting Print.

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

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.

Edit Direct Deposit Account(s)

Back Print

+ Add new record Cancel changes

| Bank Name | Account | Routing | Account Type | Primary | Amount | |
|----------------------------|----------|-----------|--------------|---------|---------|----------|
| ALABAMA ONE CREDIT UNION | 42421255 | 262277189 | Checking | true | \$0.00 | x Delete |
| ALABAMA ONE CREDIT UNION 2 | 521215 | 262277189 | Checking | false | \$25.00 | x Delete |

Where do I find bank account and routing numbers? →

Save Back

Confirm

Check Sample

Routing # Account #

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

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

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 | 42421255 | 262277189 | Checking | true | \$0.00 | x Delete |
| ALABAMA ONE CREDIT UNION | 52121599 | 262277189 | Checking | false | \$25.00 | x Delete |

Where do I find bank account and routing numbers?

Save Back

Attachments

Select files...

harris_school_solutions_logo_sm...

Instructions

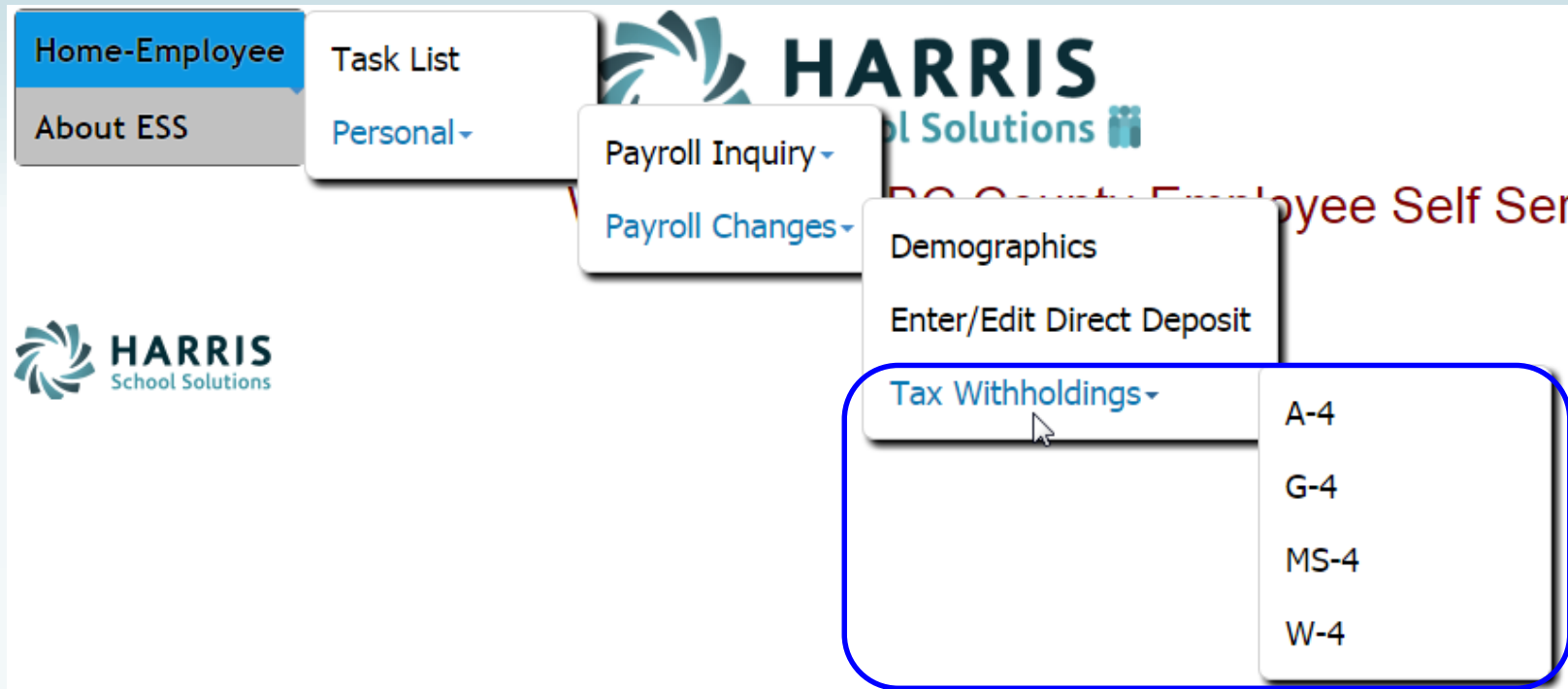
Please upload copy of voided check for all new direct deposit records for verification of information.

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"/> |

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

FORM
A-4 REV. 3/2014

ALABAMA DEPARTMENT OF REVENUE
Employee's Withholding Exemption Certificate

EMPLOYEE'S FULL NAME _____ SOCIAL SECURITY NO. XXX-XX-4 _____

HOME ADDRESS 62 _____ ROAD _____ CITY MOUNDEVILLE STATE AL ZIP 35474

SIGNATURE _____ DATE (6/6/2016) _____

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).

EMPLOYER NAME Board of Education FEIN _____ EMPLOYER STATE ID _____

Employee's current State withholding information is displayed.

Employee can view additional instructions for the A4 by clicking the A4 Instructions button.

Electronic signature and date must be exactly as displayed – no extra spaces, dashes or periods.

If requesting a change for A4, the employee must enter ALL information on the A4 form, not just the change.

Employee Self Service – G4 (Georgia)

Changes can be made to the employee's G4 with an electronic signature.

The screenshot shows the 'Current State of Georgia Employee's Withholding Allowances' form. At the top, a table displays the current state: Withholding Status (MARRIED - FILING JOINT (B)), Dependents (2), Emp./Spouse (0), Addl. Allowances (0), Addl. Amt (0.00), and Exempt. Below this, there are 'G4 Instructions' and 'Save'/'Back' buttons. The main form is titled 'STATE OF GEORGIA EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE' and includes sections for personal information (1a, 1b, 2a, 2b), marital status (3), dependent allowances (4), additional allowances (5), and additional withholding (6). A 'WORKSHEET FOR CALCULATING ADDITIONAL ALLOWANCES' section follows, with various input fields and a 'Update Line 5' button. At the bottom, there are sections for 'Letter Used' (7), 'EXEMPT' status (8), and a signature line with a date field. Red arrows point to the 'G4 Instructions' buttons, the '4. DEPENDENT ALLOWANCES' field, the '5. ADDITIONAL ALLOWANCES' field, the 'Update Line 5' button, and the signature and date fields.

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' form. At the top, a table displays withholding status: 'Both Spouses Working' with 0 dependents, 0 additional allowances, and a total exemption amount of 3000.00. Below this is the 'User Instructions' section with a 'Save' button highlighted by a red arrow. The main form is titled 'MISSISSIPPI EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE' and contains the following fields:

- Employee's Name:** DIANA MCNEILL
- SSN:** 597-82-9816
- Employee's Residence Address:** 2417 BURKE STREET, GULFPORT, MS 39507
- Single:** Enter \$6,000 as exemption. Amount Claimed: 0
- Marital Status (Check One):** (a) Spouse NOT employed: Enter \$12,000. Amount Claimed: 0. (b) Spouse IS employed: Enter that part of \$12,000 claimed by you in multiples of \$500. See instructions 2(b) below. Amount Claimed: 0
- Head of Family:** Enter \$9,500 as exemption. To qualify as head of family, you must be single and have a dependent living in the home with you. See instructions 2(c) and 2(d) below. Amount Claimed: 0
- Dependents:** 0. You may claim \$1,500 for each dependent*, other than for taxpayer and spouse, who receives chief support from you and who qualifies as a dependent for Federal income tax purposes. * A head of family may claim \$1,500 for each dependents excluding the one which qualifies you as head of family. Multiply number of dependents claimed by you by \$1,500. Amount Claimed: 0
- Age and Blindness:** Age 65 or older. Blind. Husband Wife Single. Multiply the number of blocks checked by \$1,500. Enter the amount claimed. * Note: No exemption allowed for age or blindness for dependents. Amount Claimed: 0
- TOTAL AMOUNT OF EXEMPTION CLAIMED:** 0
- Additional dollar amount of withholding per pay period if agreed to by your employer:** 0
- SCRA:** If you meet the conditions set forth under the Service Member Civil Relief, as amended by the Military Spouses Residency Relief Act, and have no Mississippi tax liability, write "Exempt" on Line 8. You must attach a copy of the Federal Form DD-2058 and a copy of your Military Spouse ID Card to this form so your employer can validate the exemption claim.

At the bottom, there is a declaration: 'I declare under the penalties imposed for filing false reports that the amount of exemption claimed on this certificate does not exceed the amount to which I am entitled or I am entitled to claim exempt status.' Below this are fields for 'Employee Signature: DIANA MCNEILL' and 'Date: 6/7/2016', both highlighted with red arrows.

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"/> |

Form **W-4** **Employee's Withholding Allowance Certificate** OMB No. 1545-0074
Department of the Treasury **2016**
Internal Revenue Service

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
P.O BOX 148

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

Employee's current Federal and State withholding information is displayed.

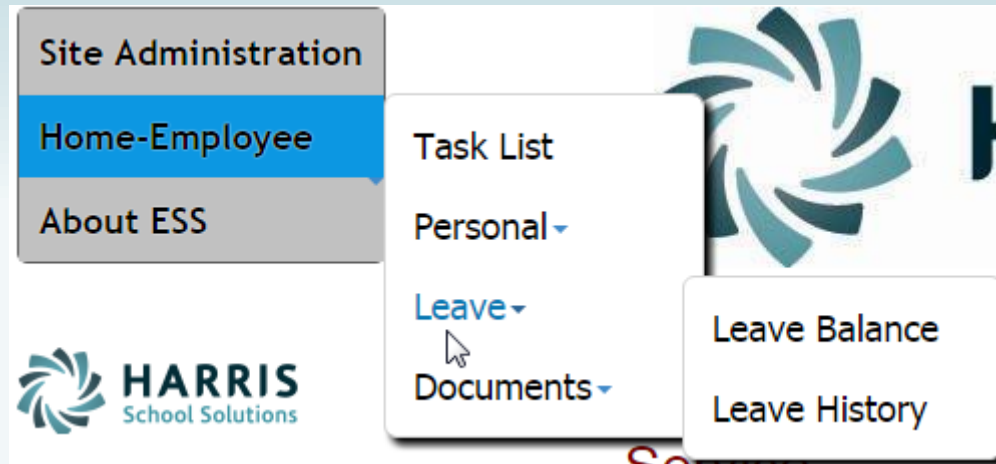
IRS instructions and worksheet are accessible from W4 form.

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 History

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

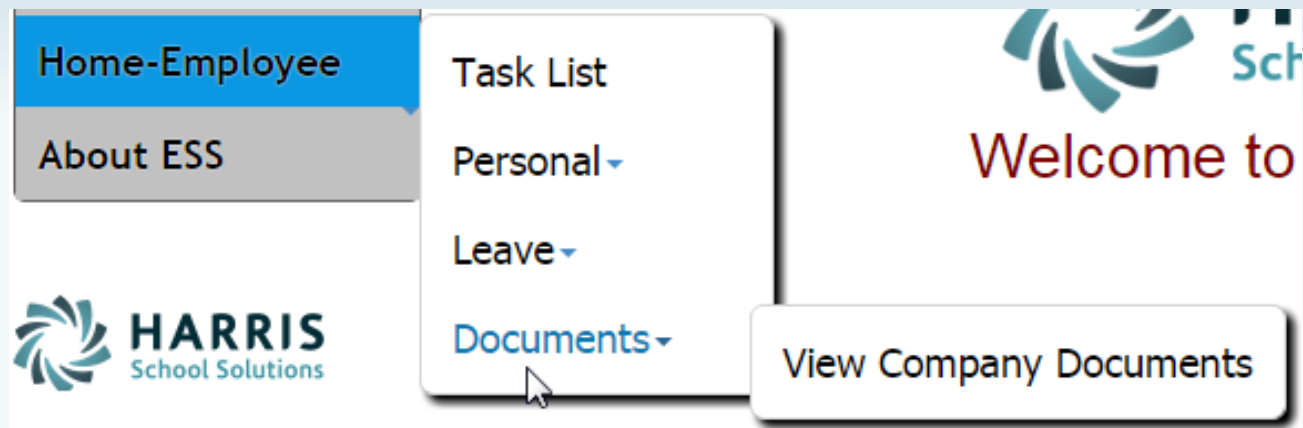
Start Date End Date

| Payroll Date | Hrs/Days | Description | Used |
|--------------|----------|--------------|------|
| 01/12/2015 | D | PROFESSIONAL | 1.00 |
| 01/16/2015 | D | SICK | 1.00 |
| 03/05/2015 | D | SICK | 1.00 |
| 03/20/2015 | D | SICK | 1.00 |
| 03/26/2015 | D | SICK | 1.00 |
| 04/20/2015 | D | SICK | 0.50 |
| 04/23/2015 | D | SICK | 1.00 |
| 05/07/2015 | D | PERSONAL | 1.00 |
| 05/08/2015 | D | PERSONAL | 1.00 |
| 05/15/2015 | D | VACATION | 1.00 |
| 05/21/2015 | D | SICK | 0.50 |
| 05/22/2015 | D | SICK | 1.00 |
| 06/05/2015 | D | VACATION | 1.00 |

1 - 13 of 13 items

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.



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.

The screenshot displays the 'Company Documents' interface. At the top, there is a 'Back' button. Below it, a list of document categories is shown, each with a count in a circle: 'EmployeeHirePackage 1', 'EmployeeNewHirePackage 1', 'new employee 1', 'new policy 1', and 'retirement information 1'. The 'Policy Manual' link under 'EmployeeHirePackage' is highlighted with a red box, and a red arrow points from it to a preview window. The preview window shows the 'HARRIS' logo in a stylized blue font, followed by the title 'Employee Policy and Procedures Handbook' in bold black text. At the bottom of the preview window, there is a toolbar with various icons for navigation and printing, including a mouse cursor, back, forward, zoom in, zoom out, 100% zoom level, print, and download icons.

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

HARRIS
School Solutions

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.