



HARRIS

Employee Self Service (ESS)

Version 2.07.0.0

Employee Self Service

Employees can...

- access from any computer
- view their elected withholding, earnings summary, check history, 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

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

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

Register




Employee choses their own User Name and Password.


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 maybe 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

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.

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

Employee can view pending requests and completed requests



Welcome to ABC County Employee Self Service.

[Open Tasks](#)
[Demographics](#)
[Direct Deposit Change](#)
[Deductions Inquiry](#)
[W4](#)
[A4](#)
[Leave ▾](#)
[Earnings Summary](#)

My Requests

| Date Submitted | Request Type | Description | |
|-----------------------|---------------|-------------------------------------------|--------------------------|
| 08/12/2015 08:57:45AM | DirectDeposit | Direct Deposit Change Request for L Bruce | × Cancel |

[View My Past/Current Requests](#)

Employee Pending Request for Changes

Pending requests (unapproved) can be cancelled by employee.

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

Employee Self Service

An employee who is also an Approver will have both their requests and the Approver Tasks displayed on their Tasks menu.

HARRIS School Solutions

Welcome to ABC County Employee Self Service.

[Administration](#) ▾

Open Tasks

[Demographics](#)

[Direct Deposit Change](#)

[Deductions Inquiry](#)

[W4](#)

[A4](#)

[Leave](#) ▾

[Earnings Summary](#)

[Check Inquiry](#)

Approver Tasks

| Date Submitted | Request Type | Approver Role | Description |
|-----------------------|---------------|---------------|-----------------------------------|
| 07/27/2015 08:06:44AM | Demographic | HrApprover | Demographic Change Request for |
| 08/12/2015 08:57:45AM | DirectDeposit | HrApprover | Direct Deposit Change Request for |

[View Completed Approver Tasks](#)

My Requests

| Date Submitted | Request Type | Description | |
|-----------------------|--------------|--------------------------------|-----------------------------------------|
| 07/27/2015 08:06:44AM | Demographic | Demographic Change Request for | <input type="button" value="x Cancel"/> |

[View My Past/Current Requests](#)

The Approver can approve or reject pending request from employees on the Open Task menu.

Welcome to ABC County Employee Self Service.

Approver Tasks

| Date Submitted | Request Type | Approver Role | Description |
|-----------------------|---------------|---------------|-----------------------------------|
| 07/27/2015 08:06:44AM | Demographic | HrApprover | Demographic Change Request for |
| 08/12/2015 08:57:45AM | DirectDeposit | HrApprover | Direct Deposit Change Request for |

[View Completed Approver Tasks](#)

HR Approver can view request history with the *View Completed Approver Tasks*.

My Requests

| Date Submitted | Request Type | Description | |
|-----------------------|--------------|--------------------------------|-----------------------------------------|
| 07/27/2015 08:06:44AM | Demographic | Demographic Change Request for | <input type="button" value="x Cancel"/> |

[View My Past/Current Requests](#)

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

Employee Self Service

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.

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

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

Information can be printed by selecting Print.

Attachments

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

Employees can submit request for direct deposit accounts can be added, deleted or changed.

ESS Hello, dcook Log Off

HARRIS
School Solutions

Administration ▾
Open Tasks
Demographics
Direct Deposit Change
Deductions Inquiry
W4
A4

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

9-66781234 0301

DATE _____ \$ _____

PAY TO THE ORDER OF _____ DOLLARS

YOUR FINANCIAL INSTITUTION
ANYTOWN, USA

FOR _____

⑆ 1234567800 ⑆ 12345678 ⑆ 0301 ⑆

Routing # Account #

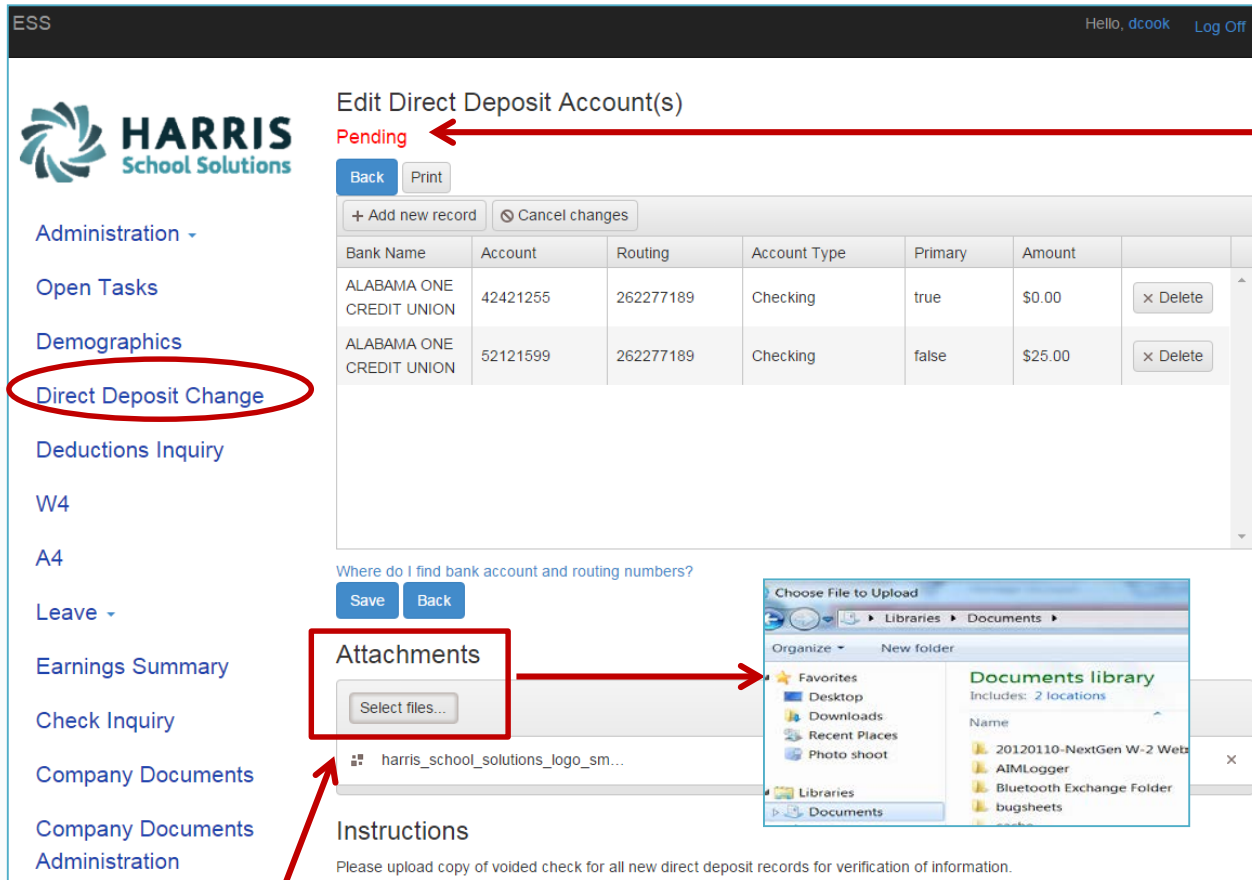
If changing a routing number or the amount to deposit, click in the field, make the change and click submit.

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

Pending changes are displayed and employees can upload files for direct deposit requests.



ESS Hello, dcook Log Off

HARRIS School Solutions

Administration ▾

Open Tasks

Demographics

Direct Deposit Change

Deductions Inquiry

W4

A4

Leave ▾

Earnings Summary

Check Inquiry

Company Documents

Company Documents Administration

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.

Choose File to Upload

Organize New folder

Libraries Documents

20120110-NextGen W-2 Web

AIMLogger

Bluetooth Exchange Folder

bugsheets

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

The Deduction Inquiry allows for viewing and printing of the employee and employer cost for employee elected deductions.

ESS

Hello, dcook [Log Off](#)



[Administration ▾](#)
[Open Tasks](#)
[Demographics](#)
[Direct Deposit Change](#)
[Deductions Inquiry](#)
[W4](#)
[A4](#)
[Leave ▾](#)

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 | \$714.00 | ▲ |
| RETIREMENT W/H | 7.5000 % | 11.7100 % | |
| BIBB COUNTY ESPO | \$12.00 | \$0.00 | |
| AEA NON CERTIFIED DUES | \$12.00 | \$0.00 | |
| NEA NON CERTIFIED DUES | \$11.05 | \$0.00 | |
| VALIC ANNUITY WITHHOLDINGS | \$30.00 | \$0.00 | |
| PUBLIC ED EMP HEALTH INS PRO | \$0.00 | \$0.00 | |
| HEALTHCARE SPENDING ACCT. | \$0.00 | \$0.00 | |
| DEPENDENT CARE SPENDING ACCT | \$0.00 | \$0.00 | ▼ |

Employee Self Service

Changes can be made to the employee's W4 with an electronic signature.

ESS Hello, dcook Log Off

 Administration ▾
Open Tasks
Demographics
Direct Deposit Change
Deductions Inquiry
W4
A4
Leave ▾
Earnings Summary
Check Inquiry
Company Documents
Company Documents Administration
About

Current Withholding Allowances

| Type | Tax Status | Allowances | Addl. Amt | Exempt |
|---------|------------|------------|-----------|-------------------------------------|
| Federal | Single | 0 | 0.00 | <input checked="" type="checkbox"/> |
| State | Single | 0 | 0.00 | <input type="checkbox"/> |

Form **W-4**
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate
OMB No. 1545-0074
2015
► 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-1171

Home address(number and street or rural route) Address 3
1st avenue

Single

Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.

City or town, state, and ZIP code
WATSON, AL 35181

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 \$ 0.00

7. I claim exemption from withholding for 2015, 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) ► 9/25/2015

Employer Name/Address
Bibb County Board of Education 721 Walnut Street
CENTREVILLE, AL 35042

Office Code(optional)

Employer FEIN
63-6000764

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

Changes can be made to the employee's A4 with an electronic signature.

ESS

Hello, Isomebody [Log Off](#)

Tasks

Demographics

Direct Deposit Change

Deductions Inquiry

W4

A4

G4

Leave ▾

Earnings Summary

Check Inquiry

About

Current State of Alabama Employee's Withholding Allowances

| Letter Used | Allowances | Addl. Amt | Exempt |
|-------------|------------|-----------|--------------------------|
| S | 0 | 0.00 | <input type="checkbox"/> |

[A4 Instructions](#)

[Save](#)

FORM

A-4 REV. 11/20

ALABAMA DEPARTMENT OF REVENUE Employee's Withholding Exemption Certificate

| | | | |
|----------------------|------------------|---------------------|-------------|
| EMPLOYEE'S FULL NAME | LYNN SOMEBODY | SOCIAL SECURITY NO. | XXX-XX-2495 |
| HOME ADDRESS | 2495 MAIN STREET | CITY | MOBILE |
| SIGNATURE | | STATE | AL |
| (LYNN SOMEBODY) | | ZIP | 36688 |
| | | DATE | (5/28/2014) |

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.
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.
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. If you meet the conditions set forth under the Military Spouses Residency Relief Act and will have no Alabama income tax liability, skip lines 1-5, write "EXEMPT" on line 6, sign and date Form A-4 and file it with your employer. See instructions on the back of Form A-4 for documentation you must provide to qualify.
7. If you had no Alabama income tax liability last year and you anticipate no Alabama income tax liability this year, you may claim an exemption from Alabama withholding tax. Skip lines 1-6, write "EXEMPT" on line 7, sign and date Form A-4 and file it with your employer. See instructions on the back of Form A-4 to be sure you qualify.

LINE 8 BELOW TO BE COMPLETED BY YOUR EMPLOYER

8. TOTAL EXEMPTIONS (Example: Employee claims "M" on line 3 and 2 on line 4. Employer should use column headed M-2 in the Withholding Tax Tables and Instructions for Employers.)

EMPLOYER NAME

FEIN

EMPLOYER STATE ID

Employee's current State withholding information is displayed.

Employee can view 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

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

ESS Hello, aherny Log off

Open Tasks

Demographics

Direct Deposit Change

Deductions Inquiry

W4

A4

G4

MS4

Leave -

Earnings Summary

Check Inquiry

Company Documents

About

Current State of Georgia Employee's Withholding Allowances

| Withholding Status | Dependents | Emp./Spouse | Addl. Allowances | Addl. Amt | Exempt |
|------------------------------|------------|-------------|------------------|-----------|--------------------------|
| B-married joint both working | 3 | 2 | 0 | 10.00 | <input type="checkbox"/> |

G4 Instructions

Save Back

Form G-4 (Rev. 1/13)

STATE OF GEORGIA EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

1a. YOUR FULL NAME 1b. YOUR SOCIAL SECURITY NUMBER

2a. HOME ADDRESS (Number, Street, or Rural Route) 2b. CITY, STATE AND ZIP CODE

PLEASE READ INSTRUCTIONS BEFORE COMPLETING LINES 3-8

3. MARITAL STATUS
(If you do not wish to claim an allowance, enter "0" in the brackets beside your marital status.)

A. Single: Enter 0 or 1

B. Married Filing Joint, both spouses working: Enter 0 or 1

C. Married Filing Joint, one spouse working: Enter 0 or 1

D. Married Filing Separate: Enter 0 or 1

E. Head of Household: Enter 0 or 1

4. DEPENDENT ALLOWANCES

5. ADDITIONAL ALLOWANCES
(worksheet below must be completed)

6. ADDITIONAL WITHHOLDING

WORKSHEET FOR CALCULATING ADDITIONAL ALLOWANCES

(Must be completed in order to enter an amount on step 5)

1. COMPLETE THIS LINE ONLY IF USING STANDARD DEDUCTION:
Yourself: ☐ Age 65 or over ☐ Blind ☐
Spouse: ☐ Age 65 or over ☐ Blind ☐ Number of boxes checked X 1300.....

2. ADDITIONAL ALLOWANCES FOR DEDUCTIONS:
A. Federal Estimated Itemized Deductions

B. Georgia Standard Deduction (enter one):
Single/Head of Household \$2,300 ☐
Each Spouse \$1,500 ☐

C. Subtract Line B from Line A

D. Allowable Deductions to Federal Adjusted Gross Income

E. Add the Amounts on Lines 1, 2C, and 2D

F. Estimate of Taxable Income not Subject to Withholding

G. Subtract Line F from Line E (if zero or less, stop here)

H. Divide the Amount on Line G by \$3,000. Enter total here and on Line 5 above

(This is the maximum number of additional allowances you can claim. If the remainder is over \$1500 round up)

Update Line 5

7. Letter Used (Marital Status A, B, C, D, or E) Total Allowances (Total of Lines 3-5)

(Employer: The letter indicates the tax tables in the Employer's Tax Guide)

8. EXEMPT: (Do not complete Lines 3 - 7 if claiming exempt) Read the Line 8 instructions on page 2 before completing this section.
a) I claim exemption from withholding because I incurred no Georgia income tax liability last year and I do not expect to have a Georgia income tax liability this year. Check here ☐
b) I certify that I am not subject to Georgia withholding because I meet the conditions set forth under the Servicemembers Civil Relief Act as amended by the Military Spouses Residency Relief Act as provided on page 2. My state of residence is last year and I do not expect to have a Georgia income tax liability this year. The states of residence must be the same to be exempt. Check here ☐

I certify under penalty of perjury that I am entitled to the number of withholding allowances or the exemption from withholding status claimed on this Form G-4. Also, I authorize my employer to deduct per pay period the additional amount listed above.
Employee Signature: # I HENRY Date: 12/9/2014

EMPLOYER NAME/ADDRESS EMPLOYER FEIN EMPLOYER STATE ID

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

Changes can be made to the employee's MS4 with an electronic signature.

Open Tasks

Demographics

Direct Deposit Change

Deductions Inquiry

W4

A4

G4

MS4

Leave -

Earnings Summary

Check Inquiry

Company Documents

About

Current State of Mississippi Employee's Withholding

| Withholding Status | Dependents | Emp./Spouse | Addl. Allowances | Addl. Amt | Total Exempt Amt | Exempt |
|--------------------|------------|-------------|------------------|-----------|------------------|-------------------------------------|
| Single | 0 | 0 | 0 | 0.00 | 0.00 | <input checked="" type="checkbox"/> |

MS4 Instructions

Save Back

Form 89-350-13-B-1-000 (Rev. 12/13)

MISSISSIPPI EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE

Employee's Name _____ SSN _____

Employee's Residence Address _____ BAY ST LOUIS MS 39521
City or Town State Zip

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. Amount Claimed 0
* A head of family may claim \$1,500 for each dependent excluding the one which qualifies you as head of family. Multiply number of dependents claimed by you by \$1,500.

Age and Blindness

• Age 65 or older ☐ Husband ☐ Wife ☐ Single Amount Claimed 0

• 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.

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 Act, 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.

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.

Employee Signature: WENDY Date: 12/9/2014

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

Employee can view and print current leave balances or view leave history for a specific date range.

ESS

Hello, dcook Log Off



Administration ▾

Open Tasks

Demographics

Direct Deposit Change

Deductions Inquiry

W4

A4

Leave ▾

Leave Balance Summary - 2015

Back

Print

| Description | Hrs/Days | Accum. Rate | Prior Yr. Bal. | Current Earned | YTD Used | Balance |
|---------------------------------|----------|-------------|----------------|----------------|----------|---------|
| 1 - SICK - CENTRAL OFFICE | D | 12 | 285.5 | 7 | 13 | 249.5 |
| 2 - PERSONAL - CENTRAL OFFICE | D | 5 | 0 | 5 | 0 | 5 |
| 3 - VACATION - CENTRAL OFFICE | D | 10 | 18.5 | 10 | 6.5 | 22 |
| SB - SICK BANK - CENTRAL OFFICE | D | 999 | 5 | 0 | 0 | 5 |

Leave History

Leave History

Back

Print

Start Date

1/1/2013

End Date

9/26/2015

| Payroll Date | Hrs/Days | Description | Used |
|--------------|----------|----------------------|------|
| 01/10/2013 | D | SICK | 1.00 |
| 03/08/2013 | D | COMPENSATED ABSENCES | 0.50 |
| 05/03/2013 | D | SICK | 1.00 |
| 05/20/2013 | D | VACATION | 1.00 |
| 05/29/2013 | D | VACATION | 1.00 |


Balances and detail records displayed here reflect leave taken and leave earned through the last completed payroll.

Employee Self Service


Employees can view and print their earnings summary by year.

ESS

Hello, dcook [Log Off](#)



[Administration ▾](#)
[Open Tasks](#)
[Demographics](#)
[Direct Deposit Change](#)
[Deductions Inquiry](#)
[W4](#)
[A4](#)
[Leave ▾](#)
[Earnings Summary](#)
[Check Inquiry](#)
[Company Documents](#)



Earnings Summary

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

Earnings Year



2014 ▾

| | |
|------------------------------|------------|
| Gross Wages | \$4,141.22 |
| Federal Wages | \$3,800.63 |
| Federal Tax Withheld | \$557.97 |
| Social Security Wages | \$4,141.22 |
| Social Security Tax Withheld | \$256.76 |
| Medicare Wages | \$4,141.22 |
| Medicare Tax Withheld | \$60.05 |
| State Wages | \$4,111.22 |
| State Tax Withheld | \$166.00 |

Employee Self Service

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.

ESS



Earnings Summary

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

Earnings Year 2013

[View W2](#)

| | |
|------------------------------|-------------|
| Gross Wages | \$50,326.98 |
| Federal Wages | \$46,200.70 |
| Federal Tax Withheld | \$6,102.42 |
| Social Security Wages | \$50,326.98 |
| Social Security Tax Withheld | \$3,120.29 |
| Medicare Wages | \$50,326.98 |
| Medicare Tax Withheld | \$729.73 |
| State Wages | \$49,966.98 |
| State Tax Withheld | \$2,016.58 |

Administration ▾

Open Tasks

Demographics

Direct Deposit Change

Deductions Inquiry

W4

A4

Leave ▾

Earnings Summary

Check Inquiry

Company Documents

Document Viewer

Page: 1 of 1

| | | |
|----------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------------|
| Copy B-To Be Filed With Employee | | 38-2099803 |
| FEDERAL Tax Return | | OMB No. 1545-0008 |
| a Employee soc. sec. no. 222-20-0541 | 1 Wages, tips, other comp. 52,898.69 | 2 Federal income tax withheld 6,815.14 |
| b Employer ID number (EIN) 58-6000999 | 3 Social security wages 15,837.21 | 4 Social security tax withheld 981.90 |
| | 5 Medicare wages and tips 57,387.13 | 6 Medicare tax withheld 832.12 |
| c Employer name, address, and ZIP code HARRIS SCHOOL DISTRICT BOE P.O. BOX 999 ATHENS, GA 30601 | | |
| d Control Number 112 | | |
| e Employee name, address, and ZIP code ELIZABETH TAYLOR 541 EAST MAIN STREET ROME, GA 30161 | | |
| 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 14,825.32 |
| 13 Statutory Employee RET X Retirement plan | 14 Other CAF 3,845.91 6,881.58 | 12b Code E 642.53 |
| Third-party sick pay | | 12c Code |
| GA 7497800-ZZ | 52,898.69 | 2,889.78 |
| 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 |

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

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.

ESS

Hello, dcook [Log Off](#)



[Administration](#) ▾

[Open Tasks](#)

[Demographics](#)

[Direct Deposit Change](#)

[Deductions Inquiry](#)

[W4](#)

[A4](#)

[Leave](#) ▾

[Earnings Summary](#)

[Check Inquiry](#)

[Company Documents](#)

My Checks

Start Date

End Date

[Back](#)

[Print](#)

| Date | Number | Date | Gross | Net | Substitute Info | |
|------------|----------------------|------------|------------|------------|-----------------|---|
| 01/31/2014 | 1087 - (Statement) | 01/31/2014 | \$4,141.22 | \$2,736.80 | | ▲ |
| 12/20/2013 | 715 - (Statement) | 12/20/2013 | \$3,967.56 | \$2,769.84 | | |
| 11/22/2013 | 347 - (Statement) | 11/22/2013 | \$4,393.36 | \$3,036.65 | | |
| 10/31/2013 | 128656 - (Statement) | 10/31/2013 | \$4,355.20 | \$2,841.93 | | |
| 09/30/2013 | 128128 - (Statement) | 09/30/2013 | \$4,404.20 | \$2,905.34 | | |
| 08/30/2013 | 127610 - (Check) | 08/30/2013 | \$3,958.32 | \$0.00 | | |
| 07/31/2013 | 127133 - (Check) | 07/31/2013 | \$3,708.10 | \$0.00 | | |
| 06/30/2013 | 126659 - (Check) | 06/30/2013 | \$4,496.24 | \$0.00 | | |
| 05/31/2013 | 126099 - (Check) | 05/31/2013 | \$3,400.92 | \$0.00 | | |
| 04/30/2013 | 125540 - (Check) | 04/30/2013 | \$3,400.92 | \$0.00 | | |
| 03/22/2013 | 124981 - (Check) | 03/22/2013 | \$3,400.92 | \$0.00 | | |
| 02/28/2013 | 124420 - (Check) | 02/28/2013 | \$7,440.32 | \$0.00 | | |
| 01/31/2013 | 123865 - (Check) | 01/31/2013 | \$3,400.92 | \$0.00 | | ▼ |


Employee Self Service

If employee is a substitute, they can view their substitute information for a specific check by clicking on Substitute Details. The Substitute Detail field will only be available for substitutes.

ESS

Helix

Log Off



My Checks

Start Date 1/1/2013

End Date 9/26/2015

Back Print

| Date | Number | Date | Gross | Net | Substitute Info |
|------------|------------------|------------|----------|----------|------------------------------------|
| 01/31/2014 | 129130 - (Check) | 01/31/2014 | \$110.00 | \$101.58 | Substitute Details |
| 12/20/2013 | 128954 - (Check) | 12/20/2013 | \$495.00 | \$457.13 | Substitute Details |
| 11/22/2013 | 128776 - (Check) | 11/22/2013 | \$605.00 | \$558.72 | Substitute Details |
| 10/31/2013 | 128241 - (Check) | 10/31/2013 | \$495.00 | \$457.13 | Substitute Details |
| 06/30/2013 | 126224 - (Check) | 06/30/2013 | \$550.00 | \$507.92 | Substitute Details |
| 05/31/2013 | 125667 - (Check) | 05/31/2013 | \$770.00 | \$710.69 | Substitute Details |
| 04/30/2013 | 125108 - (Check) | 04/30/2013 | \$467.50 | \$431.73 | Substitute Details |
| 03/22/2013 | 124550 - (Check) | 03/22/2013 | \$330.00 | \$304.75 | Substitute Details |
| 02/28/2013 | 123988 - (Check) | 02/28/2013 | \$605.00 | \$558.72 | Substitute Details |
| 01/31/2013 | 123434 - (Check) | 01/31/2013 | \$385.00 | \$355.55 | Substitute Details |

[Open Tasks](#)
[Demographics](#)
[Direct Deposit Change](#)
[Deductions Inquiry](#)
[W4](#)
[A4](#)
[Leave -](#)
[Earnings Summary](#)
[Check Inquiry](#)

| Substitute Details | | | | |
|--------------------------------------|-----------|--------|----------|----------|
| Absentee/Substitutes List for: mason | | | | |
| Subbed For | Date | Day(s) | Pay Rate | Paid |
| CROSS, KELSAY | 9/11/2013 | 1.00 | \$55.00 | \$55.00 |
| ANNE | 9/12/2013 | 1.00 | \$55.00 | \$55.00 |
| ANNE | 9/13/2013 | 1.00 | \$55.00 | \$55.00 |
| ANNE | 9/16/2013 | 1.00 | \$55.00 | \$55.00 |
| ANNE | 9/17/2013 | 1.00 | \$55.00 | \$55.00 |
| Extra Sub Pay | 9/18/2013 | 1.00 | \$55.00 | \$55.00 |
| Extra Sub Pay | 9/19/2013 | 1.00 | \$55.00 | \$55.00 |
| Extra Sub Pay | 9/20/2013 | 1.00 | \$55.00 | \$55.00 |
| GHUI | 9/26/2013 | 1.00 | \$55.00 | \$55.00 |
| Totals | | 9 | | \$495.00 |

Employee Self Service

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

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 |
| GROSS PAY | 5,852.85 | | | |
| FRINGE BENEFIT | 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 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

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 Harris School Solutions Employee Self Service interface. On the left is a navigation menu with the following items: Open Tasks, Demographics, Direct Deposit Change, Deductions Inquiry, W4, A4, Leave, Earnings Summary, Check Inquiry, and Company Documents (which is circled in red). The main content area is titled 'Company Documents' and includes a 'Back' button. Below this, there are four document categories: 'EmployeeHirePackage 1' (with an expand/collapse arrow), 'Policy Manual' (highlighted with a red box), 'new employee 2' (with a collapse arrow), 'new policy 2' (with a collapse arrow), and 'retirement information 2' (with a collapse arrow). A red arrow points from the 'Policy Manual' box to a document preview window on the right. The preview window shows the 'HARRIS' logo, the title 'Employee Policy and Procedures Handbook', and a PDF viewer toolbar at the bottom with icons for navigation and zooming.

Employee Self Service

Company Documents Administration will only be available to the Document Administrator. The administrator can add new, edit or delete documents. Expired documents will not be available for employees to view. The expiration date can be edited to a future date.

HARRIS School Solutions

Administration -
Open Tasks
Demographics
Direct Deposit Change
Deductions Inquiry
W4
A4
Leave -
Earnings Summary
Check Inquiry
Company Documents
Company Documents Administration

Company Documents - Administration

Back Add New

| Category | File Name | Description | Expiration Date | |
|------------------------|-------------------------------------------|-----------------------------|------------------------|-------------------------|
| EmployeeHirePackage | Policy Manual (November 2011) English.pdf | Policy Manual | 12/31/9999 11:59:59 PM | Edit Details Delete |
| EmployeeNewHirePackage | furloughs!! doc | furloughs explanation | 12/31/2014 12:00:00 AM | Edit Details Delete |
| new employee | UpperCaseModelFields.txt | new file | 12/31/9999 11:59:59 PM | Edit Details Delete |
| new employee | SCIMEX AESOP.xls | testing readding document | 12/31/2015 12:00:00 AM | Edit Details Delete |
| New Hire Package | Privacy Notice.docx | handbook | 6/10/2015 12:00:00 AM | Edit Details Delete |
| new policy | Graphic-38.jpg | testing | 6/11/2016 12:00:00 AM | Edit Details Delete |
| new policy | SEL EXEMPT FROM FED.docx | testing 2nd document | 10/11/2015 12:00:00 AM | Edit Details Delete |
| retirement information | 2010 Year End Memo.doc | retirement testing document | 11/30/2015 12:00:00 AM | Edit Details Delete |
| retirement information | SELECT RET INFO.docx | testing message feature | 12/31/9999 11:59:59 PM | Edit Details Delete |

Add Company Document

Back Save

Category: Select a Category

Add File: Select a file No file chosen
Supported file extensions (doc, docx, gif, jpeg, jpg, pdf, png, txt, xls, xlsx, mpg, mpeg, mov, avi)

Description:

Expiration Date: 12/31/9999 11:59:59 PM

Edit Company Document

Back Save

Category: Select a Category

Description: handbook

Document Type: CompanyDocument

File Name: Privacy Notice.docx

Content Type: application/vnd.openxmlformats-office

Expiration Date: 6/10/2015

All expired documents will be highlighted.


Note: If employees are allowed only to view and print a document, it must be saved in Adobe pdf format.

Employee Self Service

The *About* option list the Districts contact information for Employee Self Service.

ESS Hello, dcook Log off

Administration ▾
Open Tasks
Demographics
Direct Deposit Change
Deductions Inquiry
W4
A4
G4
MS4
Leave ▾
Earnings Summary
Check Inquiry
About

 **HARRIS**
School Solutions

About Employee Self Service

[Back](#)

| | |
|----------------------------|--------------------|
| Customer: | BOARD OF EDUCATION |
| Product Version: | 2.04.0.0 |
| 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.

© N. Harris Computer Corporation 2013

Employee Self Service

Employee can manage their ESS account.

The screenshot shows the Employee Self Service (ESS) interface. At the top, a dark header bar contains the text 'ESS' on the left and 'Hello, etaylor' followed by a 'Log Off' link on the right. The 'Hello, etaylor' text is circled in red, with a red arrow pointing to it from the right. Below the header, a left sidebar lists navigation options: 'Tasks', 'Demographics', 'Direct Deposit Change', 'Deductions Inquiry', 'W4', 'A4', 'G4', 'Leave', 'Earnings Summary', 'Check Inquiry', and 'About'. The main content area is titled 'Manage Account.' and includes the text 'You're logged in as etaylor.' and a 'Change account' button. Below this is a 'Change password' section with three input fields: 'Current password', 'New password', and 'Confirm new password'. A red arrow points to the 'Current password' field from the right. Further down is the 'Employee Information' section with several input fields: 'Employee Number' (containing '1026'), 'User Name' (containing 'etaylor'), 'First Name' (containing 'Elizabeth'), 'Last Name' (containing 'Taylor'), and 'Email' (containing 'tboerst@harriscomputer.com'). A red arrow points to the 'First Name' field from the right. At the bottom of this section is a 'No Alert Emails' checkbox, which is currently unchecked. A red arrow points to this checkbox from the right. To the right of the form, there are three blue text annotations with red arrows pointing to the corresponding elements: 'Employee clicks on their user name to manage their account.' (pointing to the header), 'The employee can change their password by entering their current password and the new password.' (pointing to the password fields), and 'The employee can change the name and email address associated with their ESS user name.' (pointing to the 'First Name' and 'Email' fields). A fourth blue text annotation, 'The employee can choose not to receive email alerts for requests and approvals in ESS.', is positioned below the 'No Alert Emails' checkbox with a red arrow pointing to it.

ESS

Hello, etaylor Log Off

Tasks

Demographics

Direct Deposit Change

Deductions Inquiry

W4

A4

G4

Leave ▾

Earnings Summary

Check Inquiry

About

Manage Account.

You're logged in as etaylor.

Change account

Change password

Current password

New password

Confirm new password

Employee Information

Employee Number 1026

User Name etaylor

First Name Elizabeth

Last Name Taylor

Email tboerst@harriscomputer.com

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 user name.

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