

# Employee Self Service Instructions

## ESS Main Page

The main page of the ESS application displays personal information, sick and personal leave as of the previous end of month, pay details, and important organizational announcements.

**Welcome to Employee Self Service**

**Announcements**

Welcome to Employee Self Service for Marshall County Schools. Please see the "RESOURCES" link in the upper right corner under your name for help documentation. The Next Payroll date is FRIDAY, MAY 23, 2014.

**Personal information** [View profile](#)

DOE, JOHN  
100 MAIN STREET  
BENTON, KY 42025

Phone HOME PHONE:      Email

**Time off**

**ELEM TEACH**

Available time

	Available	Total
PERSONAL	3.00	3.00
SICK	10.00	10.00

Requested Taken

2014 J F M A M J J A S O N D

**Paychecks** [Show paycheck amounts](#)

Last Paycheck: 4/24/2014

Year to date

**Previous paychecks**

4/24/2014		<a href="#">Details</a>
3/24/2014		<a href="#">Details</a>
2/24/2014		<a href="#">Details</a>
1/24/2014		<a href="#">Details</a>
12/20/2013		<a href="#">Details</a>

**Tools**

- [Paycheck simulator](#)
- [View last year's W2](#)
- [Change your W4](#)

In order to view your paycheck information click on the **Detail** Link beside the paycheck date. By clicking the **Show paycheck amounts** button it will allow the totals to display on the screen.

## Personal Information

Click **Personal Information** to view your personal information.

You can click **change** to update your Home Address, Phone Number, and Emergency Contact information. Updating this information in Employee Self Service automatically submits updates to central office staff for payroll, benefits, personnel, as well as updates your phone number for the *Alert Now* phone call system.

**Personal Information**

[Address / E-mail change](#)

Home Address: 100 MAIN STREET, BENTON, KY 42025

E-mail

Alternate E-mail

Telephone [Add Telephone Number](#)

Type	Description	Number	Unlisted	
PRIMARY	HOME PHONE	270-527-8628	No	<a href="#">Change</a>

[Emergency Contacts](#) [Add Emergency Contact](#)

No Emergency Contact information to display.

Home

Employee Self Service

Pay/Tax Information

**Personal Information**

Employee Profile

Time Off

Click **Employee Profile** to view all your General information.

- You can update some of the Demographic Information such as address and phone number. If there is an error or a change needs to be made such as last name, click **Human Resources** at the bottom of the page to send a change notice to Human Resources.

### Other Contact Information:

Payroll Questions: [Lisa.Mason@marshall.kyschools.us](mailto:Lisa.Mason@marshall.kyschools.us)

Benefits & Retirement: [JoBeth.Appleton@marshall.kyschools.us](mailto:JoBeth.Appleton@marshall.kyschools.us)

Sick, Personal, Vacation Days: [Beverly.Davis@marshall.kyschools.us](mailto:Beverly.Davis@marshall.kyschools.us)

## Paychecks

The Paychecks panel at the bottom displays information for the most recent pay periods where you received pay. You can view the **Paycheck Simulator**, **Year-to-Date Information**, or **W-4 Information**.

The blurred image represents your year-to-date earnings. It displays initially as blurred for security purposes. Click **Show Paycheck Amounts** to convert the image to the dollar amount; click Hide Paycheck Amounts to return to the blurred image.

Paychecks Show paycheck amounts

Last Paycheck: 4/24/2014

Year to date

Previous paychecks

4/24/2014		<a href="#">Details</a>
3/24/2014		<a href="#">Details</a>
2/24/2014		<a href="#">Details</a>
1/24/2014		<a href="#">Details</a>
12/20/2013		<a href="#">Details</a>

Tools

- [Paycheck simulator](#)
- [View last year's W2](#)
- [Change your W4](#)

## Pay/Tax Information

Pay/Tax Information link on the right side displays a list of payment history records for the year. The default year is the current year, but you can also view past years. Click **Details** to view more information for a specific pay period.

Pay/Tax Information

Home > Employee Self Service > Pay/Tax Information

Employee:  Year:

Check Date	Pay Period	Status	Gross Pay	Net Pay
2/26/2014	2/13/2014 - 2/26/2014	Cleared	\$2,074.11	\$1,223.78 <a href="#">View Details</a>
2/12/2014	1/30/2014 - 2/12/2014	Cleared	\$2,074.11	\$1,377.50 <a href="#">View Details</a>
1/29/2014	1/16/2014 - 1/29/2014	Cleared	\$2,074.11	\$1,223.78 <a href="#">View Details</a>
1/15/2014	1/2/2014 - 1/15/2014	Cleared	\$2,074.11	\$1,377.50 <a href="#">View Details</a>

- When you click **Details**, the program displays Check Detail, which contains the pay advice information for the check.

## W-2 Information

W-2 Information provides wage and deduction details for a selected year.

From the main page, select the year to view from the Year list; the program displays the details.

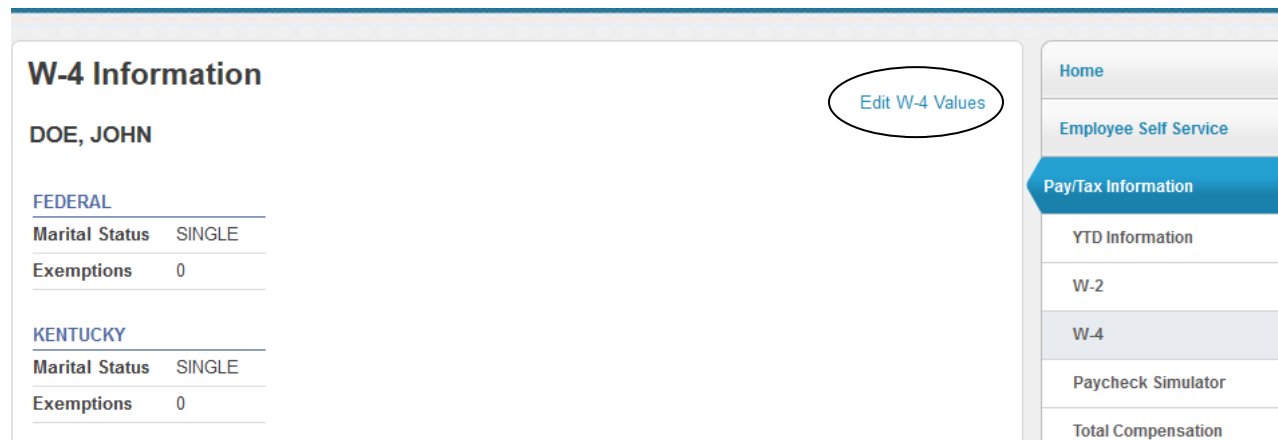


The screenshot shows the top portion of a web application interface. At the top, there is a grey header bar with the text "W-2 Information". Below this, a breadcrumb trail reads "Home > Employee Self Service > Pay/Tax Information > W-2". Underneath the breadcrumb, there are two dropdown menus: "Employee:" with the value "SMITH, JOE" and "Year:" with the value "2011 - 0".

## W-4 Information

W-4 displays your current State and Federal W-4 details.

You can now update your withholding information to be submitted for processing by central office payroll through ESS. Click on **Edit W-4 Values** to make changes and submit to payroll. You will be notified by email when it has been processed and will take effect.



The screenshot displays the "W-4 Information" page. On the left, the name "DOE, JOHN" is shown. Below the name, there are two sections: "FEDERAL" and "KENTUCKY". Each section contains two rows of information: "Marital Status" (SINGLE) and "Exemptions" (0). To the right of the main content area, there is a button labeled "Edit W-4 Values" which is circled in red. On the far right, there is a vertical navigation menu with the following items: "Home", "Employee Self Service", "Pay/Tax Information" (highlighted in blue), "YTD Information", "W-2", "W-4", "Paycheck Simulator", and "Total Compensation".

## Paycheck Simulator

This is a feature within Employee Self Service that allows you to estimate how changes to your Federal and State Tax withholding might affect your net pay.

This is only an estimate and would not include items such as overtime and extra service in the calculations. This is different from **Edit W-4 Values** and changes in the paycheck simulator are NOT submitted to payroll and they do not affect your withholding. See **W-4 Information** above to make changes to your withholding.