Welcome to ESS

Employee Self Service Website

- Employee self-service (ESS) is a Web based application available via the Internet

    o View gross to net pay detail.
    o View calendar year-to-date information and print tax Form W-2.
    o View timeoff accruals and usage.
    o View/Update teacher licensure and training.
    o View/Update personnel information such as address, phone number, e-mail address, dependents and emergency contacts.

- A direct link to the ESS website will be available through your district's Intranet website.

ESS Login Screen

District: Your school district name appears in this field.

User ID: Enter your employee number

Password: Enter the four digit district # and last four digits of your social security number the first time you log in.

SMART eR

District	Your District Name ▼
User ID	Your Employee D#
Password	District 4 digit number and last 4 digits of your SSN (dddd0123)

Login

Forgot Password?

Employee Self Service

On the first screen you will come to on ESS, you will see a summary of your Timeoff, the amount of your last net pay and any announcements that would be sent by your payroll department.

- Click on "View Timeoff Detail" to review the detail for each Timeoff plan.
- Click on "View Pay Stub Detail" to view the pay, deduction and taxes from your most recent pay stub.
- Click on "View YTD Pay" to view your year to date totals.

Pay Stub Detail

Displays the most recent pay stub detail

View Other Pay Stubs

05/29/2015 Net Pay: $1,093.97

Pay Check

Payment Type	Account Type	Financial Institution	Account	Amount
Direct Deposit	Checking	Wells Fargo	*****054	$1,093.97
			Total	$1,093.97

Pay

	End Date	Units	Rate	Amount
Certified	06/02/2015	0.0000	$0.00	$2,462.46
			Total	$2,462.46

Deductions

(* = Pre-Tax)	Amount
Ins Premium *	$132.04
Local 1991	$48.59
TRA *	$184.68
~American Express Financial Adv *	$400.00
Total	$765.31

Benefits

	Amount
Life Board	$8.17
Workers Comp Board	$10.34
Medicare - Employer	$33.79
Dental Board	$42.42
~American Express Financial Match	$51.04
OASDI - Employer	$144.49
TRA Board	$184.68
Insurance Board	$327.25
Total	$802.18

Taxes

	Amount	Taxable Income
Federal Income Tax	$350.67	$1,745.74
Medicare	$33.79	$2,330.42
MN Income Tax	$74.23	$1,745.74
OASDI	$144.49	$2,330.42
Total	$603.18	

View Other Pay Stubs

To view previous pay periods, click on the "View Other Pay Stubs" link.

Click on the pay check date to open up the pay stub to view it.

Select a year from the list to see that year's paychecks.

Year: 2015 ▾

Click on a Date to see that Pay Stub Detail.

Date	Amount
05/29/2015	$1,093.97
05/29/2015	$1,142.56
05/29/2015	$1,142.57
05/29/2015	$1,142.56
05/29/2015	$1,142.56
05/29/2015	$1,142.56
05/29/2015	$1,142.54
05/15/2015	$1,093.98
04/30/2015	$1,093.97
04/15/2015	$1,160.00
03/31/2015	$1,093.97
03/13/2015	$1,093.96
02/27/2015	$1,093.98
02/13/2015	$1,093.97
01/30/2015	$1,093.98
01/15/2015	$1,093.97

View Timeoff Detail

The Timeoff module will give you the ability to view your leave balances for sick, personal, vacation and other leave plans.

Click on the "View Timeoff Detail" link above the Timeoff Description field. This will display per fiscal year. There is a dropdown box of dates to select.

TimeOff

Please Select A Date Range

07/01/2014 to 06/30/2015 ▾

Personal Days

	Date	Description	Begin Balance	Usage	Accrual	Available	New Year Lost	Accrual Lost
	7/1/2014	Beginning balance	0.00			0.00	0.00	
	8/28/2014	Personal Leave		1.00		-1.00		
	9/1/2014	Accrual			5.00	4.00		0.00
	10/24/2014	Personal Leave		1.00		3.00		
	3/10/2015	Personal Leave		1.00		2.00		
	3/11/2015	Personal Leave		1.00		1.00		
	3/12/2015	Personal Leave		1.00		0.00		
	Summary		**0.00**	**5.00**	**5.00**	**0.00**	**0.00**	**0.00**

Sick Leave Days

	Date	Description	Begin Balance	Usage	Accrual	Available	New Year Lost	Accrual Lost
	7/1/2014	Beginning balance	113.50			113.50	0.00	
	9/1/2014	Accrual			12.00	125.50		0.00
	3/9/2015	Illness		0.50		125.00		
	3/13/2015	Illness		1.00		124.00		
	4/14/2015	Illness		0.50		123.50		

My Tax Information:

Tax Withholding

- View what you are currently claiming for tax withholding on the tax Form W-4.
- View any additional tax being withheld.
- Note: This window does not offer update capability.

Current Setup	Change Withholding	Federal History	State History

	Status	Allowances	Additional Tax
Federal-W4	Married	0	0
MN-W4	Married	0	0

My Tax Information: W2

- View and print the tax Form W-2
- Note: If you have not consented to print the Form W-2, you will be presented with an online consent form as shown below.

- Once you have consented to receive your W-2 online, you can select the year that you wish to view or print.

My Tax Informaiton:
W2 Information Sheet

This report shows how Taxable Gross Pay is calculated for the tax for W-2.

W-2 Information Sheet

Year 2015 ▼ | Earnings through 05/29/2015

Sample Employee
1234 Lake Street
Anywhere, MN 55811

Chk Loc 101 W4 Info - Fed M - 0 Extra $0.00
Loc   101 W4 Info - MN M - 0 Extra $0.00

Calculation of "Wages, Tips & Other Compensation" (W-2 Box 1)

			Amount
Gross Pay & EBE Via Payroll			$39,499.32

	Comment	Code		
-	Flex Benefits	HEALTHFLX		$2,112.64
-	Retirement	TRA_EE		$2,962.38
-	Deferrals to 403b plan	TSA	BOX 12 Code E	$6,400.00
=	**Wages Tips & Other Compensation**		**Box 1**	**$28,024.30**

Other Payroll Deductions

Comment	Code		Amount
Other	DUES1		$485.90

About Me: Employee Information

View and Edit address and other employee information.

Note: Not all districts allow the employee update options.

Address	Contact	Other

Current Name/Address

First Name	Middle Name	Last Name	Address
Sample		Employee	1234 Lake Street Anywhere, MN 55811 US

Name/Address Changes
No Records Found

Change Password

Use the link in the upper right hand corner of the main screen to change your current password.

Logged in as : Employee Mimic
Logout
Change Password
Setup Security Questions
Notification Setup

Change Password

Your Password must be a minimum of 8 characters in length and contain at least 1 capital letter, 1 letter, 1 number and 1 symbol. The password is case sensitive.

Current Password

New Password

Re-Type New Password

✔ Save

Fields with a colored background need to be entered before saving.

Setup Security Questions

Use the link in the upper right hand corner to setup a security question to use if you forget your password.

Logged in as : Employee Mimic
Logout
Change Password
Setup Security Questions
Notification Setup

Setup Security Questions

You MUST check at least 3 security questions. They can include a combination of your own questions and/or predefined ones.

Check Here ☑	Choose Your Own Question	What is your favorite vacation destination?	* Your existing question
	Answer	********************	
Check Here ☐	Choose Your Own Question		
	Answer		
Check Here ☐	Choose Your Own Question		
	Answer		
Check Here ☑	Pre-Setup Question	What is your favorite color?	
	Answer	********************	
Check Here ☐	Pre-Setup Question	Who was your first boyfriend/girlfriend?	
	Answer		
Check Here ☑	Pre-Setup Question	What color was the first house you remember growing up in?	
	Answer	********************	
Check Here ☐	Pre-Setup Question	What is your favorite Sports team?	
	Answer		
Check Here ☑	Pre-Setup Question	What is your Father's middle name?	
	Answer	********************	

✔ Save

Fields with a colored background need to be entered before saving.

Logout

You need to click on logout each time you exit ESS.

Logged in as : Employee Mimic
Logout
Change Password
Setup Security Questions
Notification Setup