Welcome to ESS

Employee Self Service Website

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

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

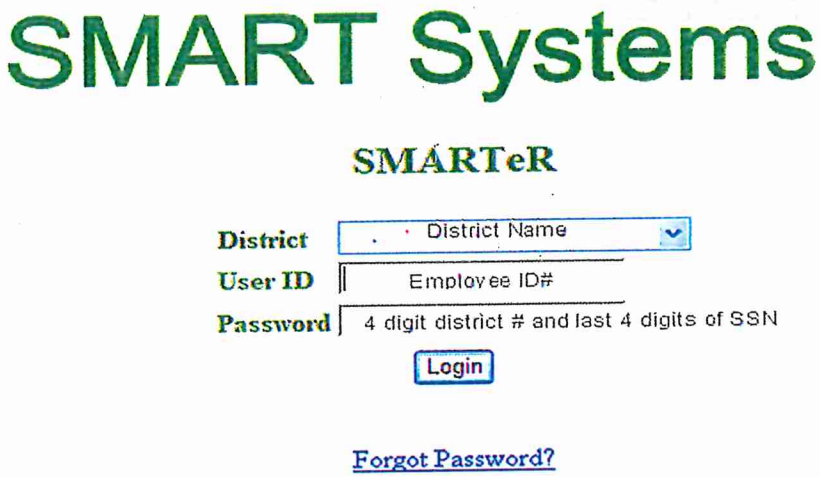
- A direct link to the ESS website will be available through your district's Intranet website.

ESS Login Screen

District: Your school district name appears in this field.

User ID: Enter your employee number

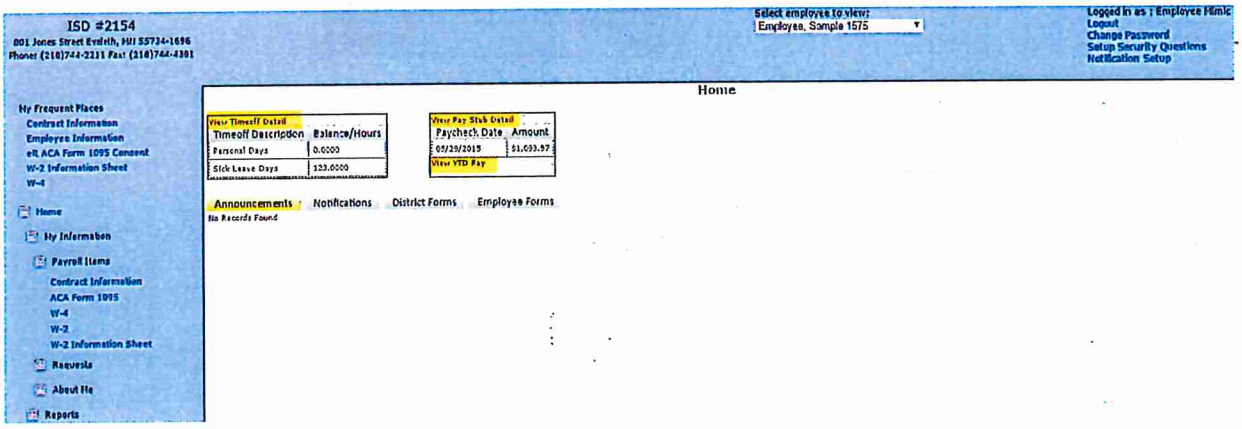
Password: Enter the four digit district # and last four digits of your social security number the first time you log in.



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

Pay Stub

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

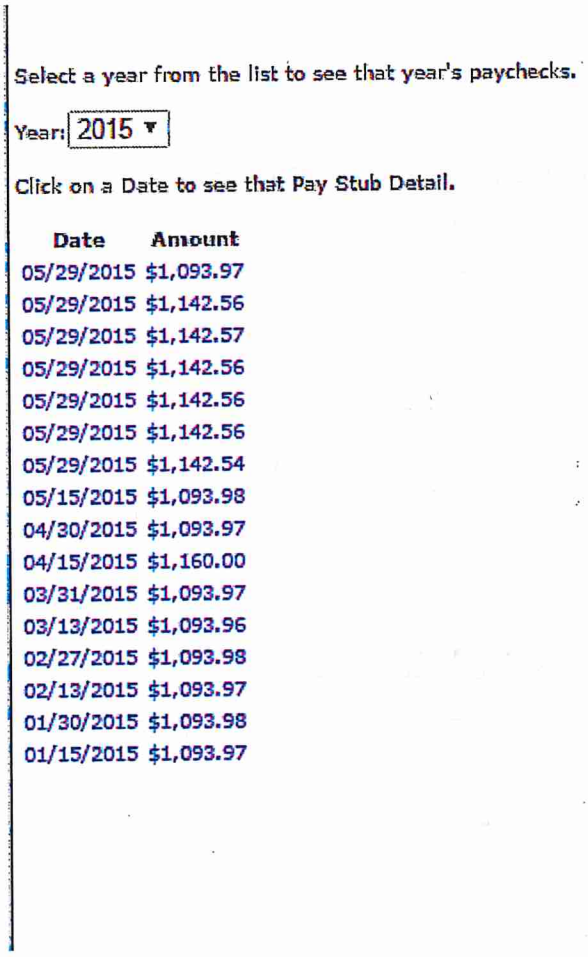
Taxes

	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

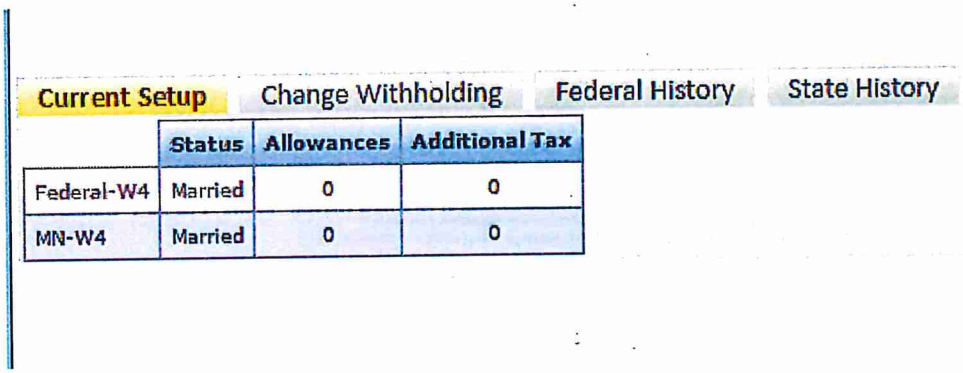
	Date	Description	Begin Balance	Usage	Accrual	Available	New Year Lost	Accrual Lost
	7/1/2014	Beginning balance	0.00			0.00	0.00	
	8/28/2014	Personal Leave		1.00		-1.00		
	9/1/2014	Accrual			5.00	4.00		0.00
	10/24/2014	Personal Leave		1.00		3.00		
	3/10/2015	Personal Leave		1.00		2.00		
	3/11/2015	Personal 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 Information | Payroll Items | W-4

- View what you are currently claiming for tax withholding on the tax Form W-4.
- View any additional tax being withheld.

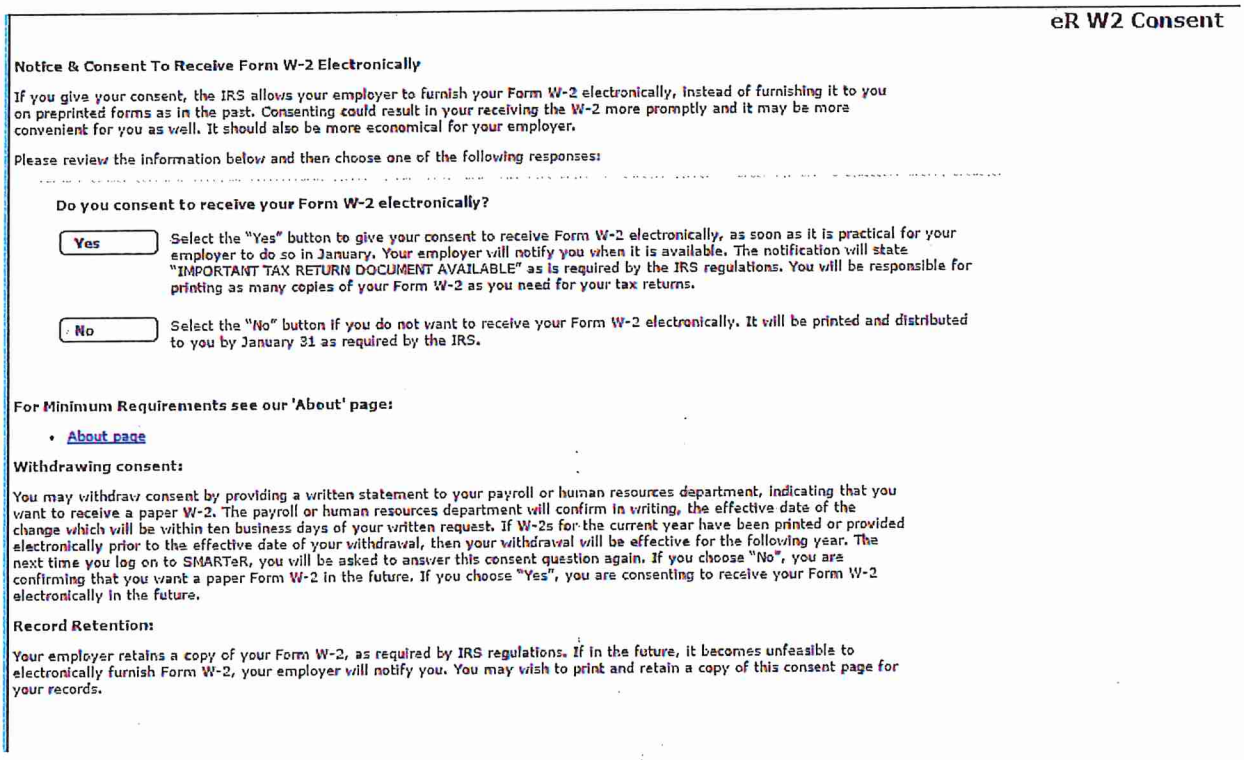


Current Setup | Change Withholding | Federal History | State History

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

My Information | Payroll Items |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.



eR W2 Consent

Notice & Consent To Receive Form W-2 Electronically

If you give your consent, the IRS allows your employer to furnish your Form W-2 electronically, instead of furnishing it to you on preprinted forms as in the past. Consenting could result in your receiving the W-2 more promptly and it may be more convenient for you as well. It should also be more economical for your employer.

Please review the information below and then choose one of the following responses:

Do you consent to receive your Form W-2 electronically?

Yes — Select the "Yes" button to give your consent to receive Form W-2 electronically, as soon as it is practical for your employer to do so in January. Your employer will notify you when it is available. The notification will state "IMPORTANT TAX RETURN DOCUMENT AVAILABLE" as is required by the IRS regulations. You will be responsible for printing as many copies of your Form W-2 as you need for your tax returns.

No — Select the "No" button if you do not want to receive your Form W-2 electronically. It will be printed and distributed to you by January 31 as required by the IRS.

For Minimum Requirements see our 'About' page:

- About page

Withdrawing consent:

You may withdraw consent by providing a written statement to your payroll or human resources department, indicating that you want to receive a paper W-2. The payroll or human resources department will confirm in writing, the effective date of the change which will be within ten business days of your written request. If W-2s for the current year have been printed or provided electronically prior to the effective date of your withdrawal, then your withdrawal will be effective for the following year. The next time you log on to SMARTeR, you will be asked to answer this consent question again. If you choose "No", you are confirming that you want a paper Form W-2 in the future. If you choose "Yes", you are consenting to receive your Form W-2 electronically in the future.

Record Retention:

Your employer retains a copy of your Form W-2, as required by IRS regulations. If in the future, it becomes unfeasible to electronically furnish Form W-2, your employer will notify you. You may wish to print and retain a copy of this consent page for your records.

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

My Information | Payroll Items

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

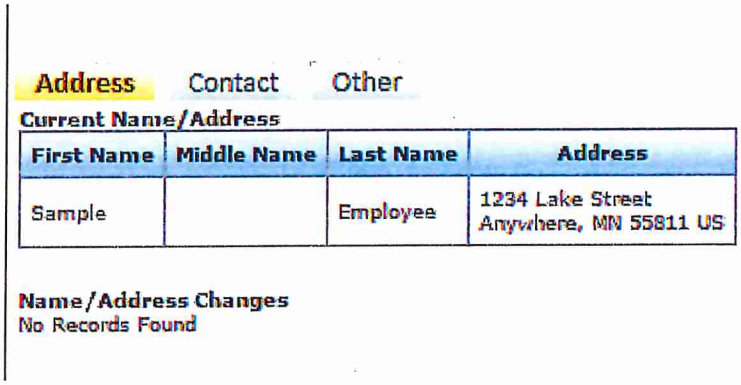
Other Payroll Deductions

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

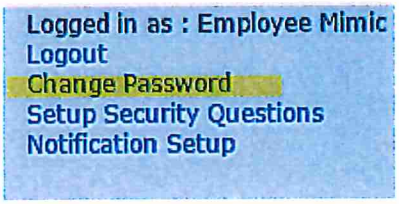
First Name	Middle Name	Last Name	Address
Sample		Employee	1234 Lake Street Anywhere, MN 55811 US

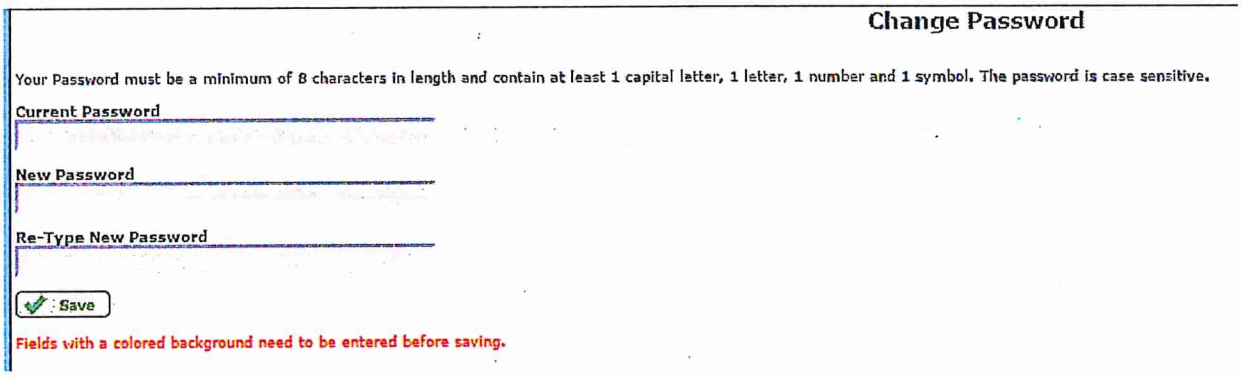
Name/Address Changes

No Records Found

Change Password

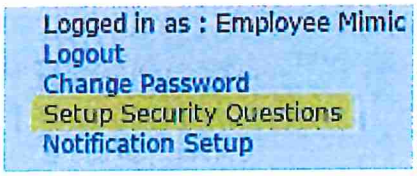
Use the link in the upper right hand corner of the main screen to change your current password.

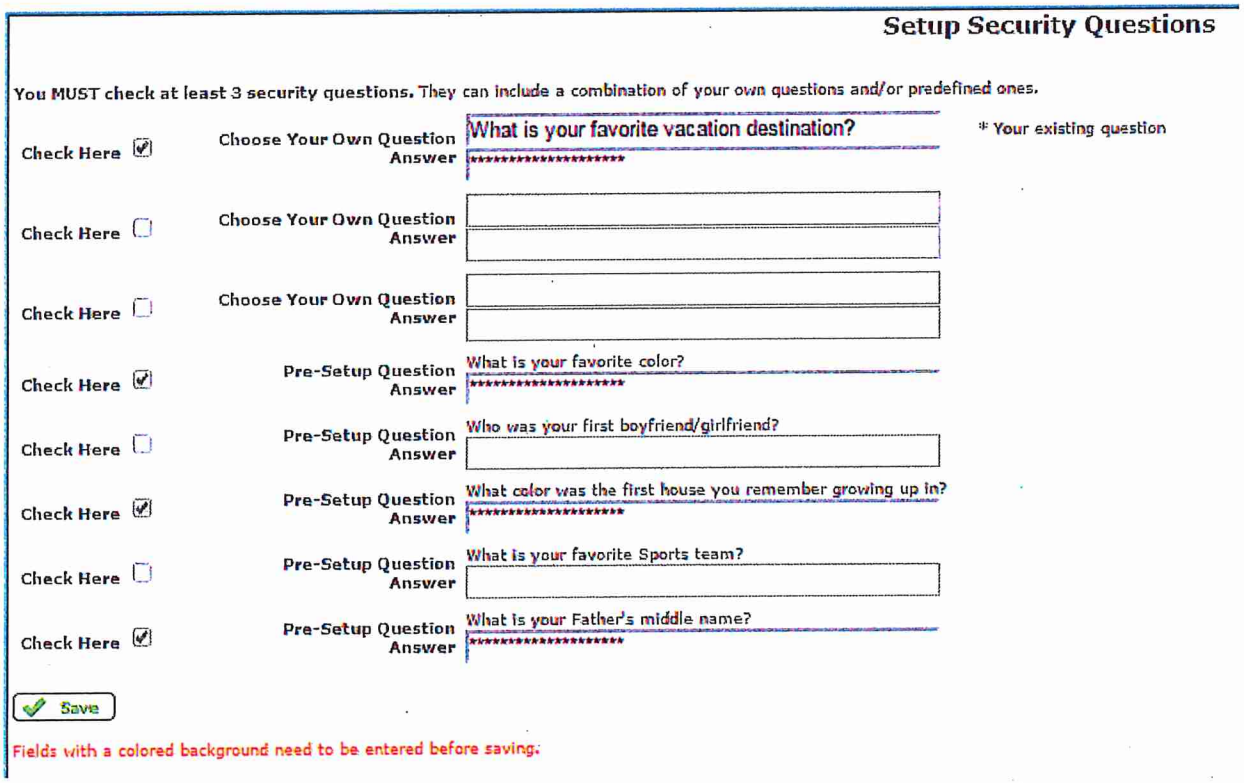


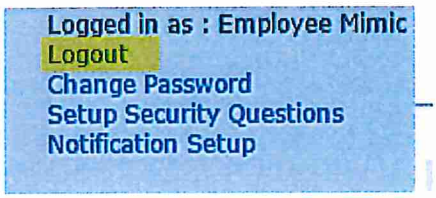


Setup Security Questions

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





Logout

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