
EMPLOYEE SELF SERVICE (ESS)


EMPLOYEE USER GUIDE

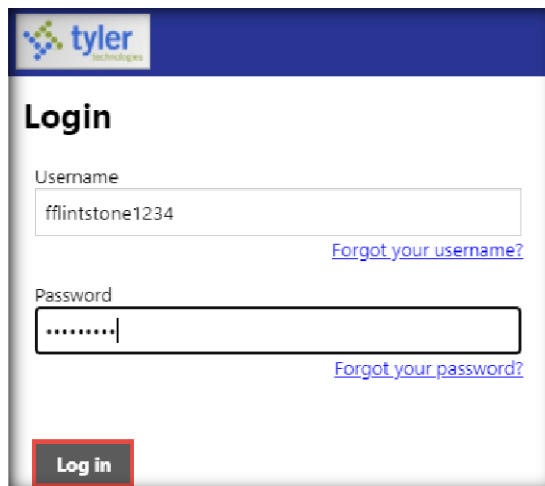
MUNIS V2019.1

Overview

This document is intended to help employees learn how to navigate through **Employee Self-Service (ESS)**, view paycheck stubs, and update necessary changes.

Navigating to ESS

1. Open the **ESS website** in the web-browser: <https://esspittsburg.ccooe.net/>
2. Click the **Login**  icon in the top-right corner of the page.
3. Enter your user name and password, then click Log in:
 - a. Username is the same one you use to log into the PUSD computer network **and** your 4-digit **employee number**. (Example – *jsmith1122* for Ms. Jane Smith, PUSD Employee #1122). **You will find your employee number on your pay stub.**
 - b. Password is the last 4 digits of your social security number the first time you login. You **MUST** change your password when you login the first time.
4. Click the **Login** button.



If you have further questions, please contact: chuston@pittsburgusd.net/ Ext. 2429

5. Click on the **Employee Self Service** link in the menu.



Welcome Screen

The Welcome Screen shows a summary of personal information, time off balances, and paychecks.

The screenshot shows the Tyler Employee Self Service interface. At the top left is the Tyler logo. The main heading is "Welcome to Employee Self Service". Below this is an "Announcements" section with text about time off increments. The "Personal information" section shows fields for phone and email. The "Time off" section features a bar chart comparing projected available and earned time for various categories: SICK (275.07), PN/SL (160.00), VAC (600.29), JURY DUTY (0.00), BERV (0.00), and FH (16.00). Below the chart is a calendar for 2020 showing time off taken. The "Paychecks" section lists previous paychecks with dates and details links, and includes a "Tools" section with links for a paycheck simulator and viewing W2/W4 forms.

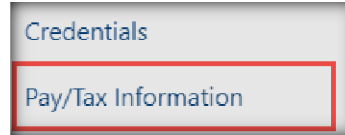
Category	Projected Available	Projected Earned
SICK	275.07	275.07
PN/SL	160.00	160.00
VAC	600.29	656.29
JURY DUTY	0.00	0.00
BERV	0.00	0.00
FH	16.00	16.00

Date	Details
7/31/2020	Details
7/10/2020	Details
6/30/2020	Details
5/29/2020	Details
4/30/2020	Details

Pay/Tax Information Tab

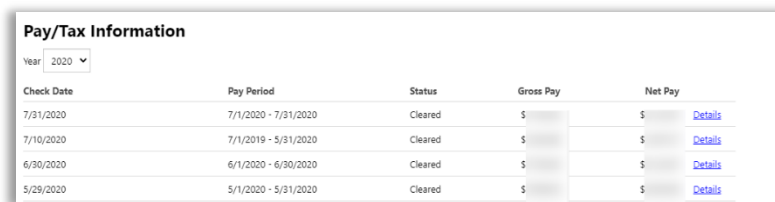
The **Pay/Tax Information** screen allows employees access to pay stubs, W-2s and W-4 information.

1. Click on the **Pay/Tax Information** link from the menu.



TIP: The main **Pay/Tax Information** screen displays a list of the current years' checks.

2. Click on the blue **Details** link to view a specific check.



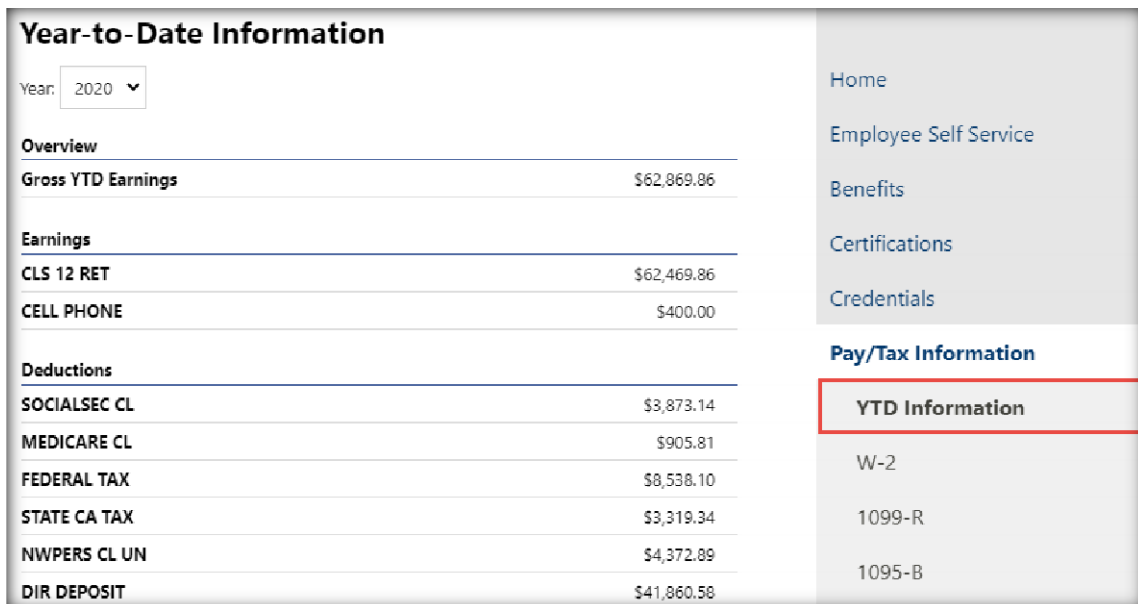
A screenshot of the 'Pay/Tax Information' screen. It features a dropdown menu for the year set to '2020'. Below is a table with columns for Check Date, Pay Period, Status, Gross Pay, and Net Pay. Each row has a blue 'Details' link.

Check Date	Pay Period	Status	Gross Pay	Net Pay
7/31/2020	7/1/2020 - 7/31/2020	Cleared	\$	\$ Details
7/10/2020	7/1/2019 - 5/31/2020	Cleared	\$	\$ Details
6/30/2020	6/1/2020 - 6/30/2020	Cleared	\$	\$ Details
5/29/2020	5/1/2020 - 5/31/2020	Cleared	\$	\$ Details

TIP: Use the sub-menu to see **Year-To-Date Information**, view W-2s, W-4s and 1095s, use the paycheck simulator, and view Total Compensation.

Viewing Year to Date (YTD) Information

1. Click on the **YTD Information** link from **Pay/Tax Information** menu.



A screenshot of the 'Year-to-Date Information' screen. It features a dropdown menu for the year set to '2020'. The main content is a table with sections for Overview, Earnings, and Deductions. A sidebar on the right contains navigation links, with 'YTD Information' highlighted by a red box.

Year-to-Date Information	
Year:	2020
Overview	
Gross YTD Earnings	\$62,869.86
Earnings	
CLS 12 RET	\$62,469.86
CELL PHONE	\$400.00
Deductions	
SOCIALSEC CL	\$3,873.14
MEDICARE CL	\$905.81
FEDERAL TAX	\$8,538.10
STATE CA TAX	\$3,319.34
NWPERS CL UN	\$4,372.89
DIR DEPOSIT	\$41,860.58

Home
Employee Self Service
Benefits
Certifications
Credentials
Pay/Tax Information
YTD Information
W-2
1099-R
1095-B

Viewing W-2 Information

1. Click on the **W-2** link from the **Pay/Tax Information** menu.
2. Use the **Year** drop down to view a specific year.

W-2 Information

Year: 2019 - 0

YEAR: 2019

RETIREMENT



Wages and Tax

	GROSS	TAX
FIT	\$81,285.64	\$11,696.79
FICA	\$87,403.91	\$5,419.03
MEDICARE	\$87,403.91	\$1,267.34
SIT - CA	\$81,285.64	\$4,535.88

Home

Employee Self Service

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YTD Information

W-2

1099-R

1095-B

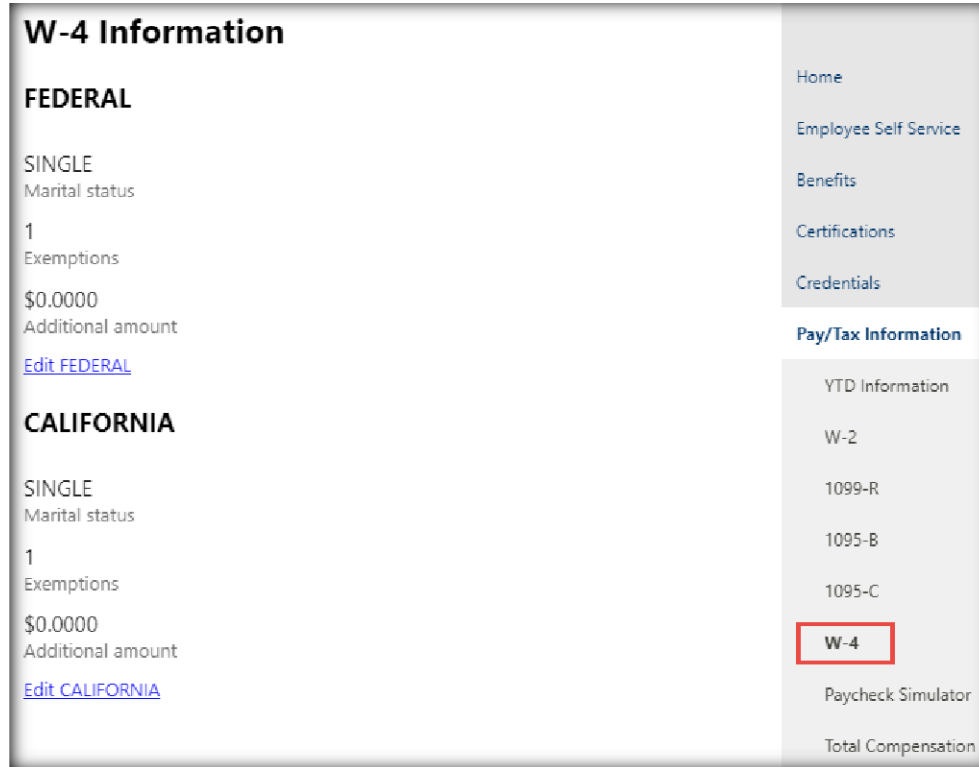
1095-C

W-4

Paycheck Simulator

Viewing and Changing W-4 Information

1. Click on the **W-4** link under the **Pay/Tax Information** menu.



The screenshot shows the 'W-4 Information' page. On the left, there are two sections: 'FEDERAL' and 'CALIFORNIA'. Each section displays 'SINGLE' for Marital status, '1' for Exemptions, and '\$0.0000' for Additional amount. Below each section is a blue link: 'Edit FEDERAL' and 'Edit CALIFORNIA'. On the right, a vertical menu contains several options: Home, Employee Self Service, Benefits, Certifications, Credentials, Pay/Tax Information (highlighted), YTD Information, W-2, 1099-R, 1095-B, 1095-C, W-4 (highlighted with a red box), Paycheck Simulator, and Total Compensation.

2. Click the **Edit FEDERAL** or **Edit CALIFORNIA** link. The example is for Editing Federal Values.



This screenshot is similar to the previous one but shows the 'Edit FEDERAL' link highlighted with a red box. The 'W-4' link in the menu is no longer highlighted.

3. Select **Marital Status** from the drop-down menu.
4. Enter the number of **Exemptions**.
5. Enter the **Additional Amount (\$)**, if applicable.

6. Check **If your last name differs from your social security card, check here**, if applicable.
7. Check the **Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete** box.
8. Click the **Submit** button.

W-4 Information

FEDERAL

Marital Status
MARRIED ▼

If you are married but would like to withhold at the higher single rate, select "Single".

Exemptions
3

Additional Amount (\$)
10.00

If your last name differs from your social security card, check here.

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete.

Submit **Cancel**

The acknowledgement box under each of the tax types must be checked for changes to be saved. Review the changes on the next page when complete.

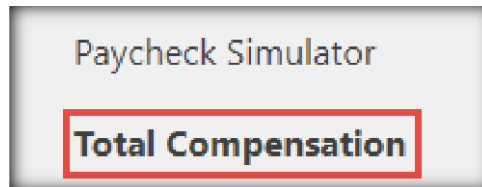
CREDENTIALS TAB

This tab will show your credentials (if any) when fully updated.

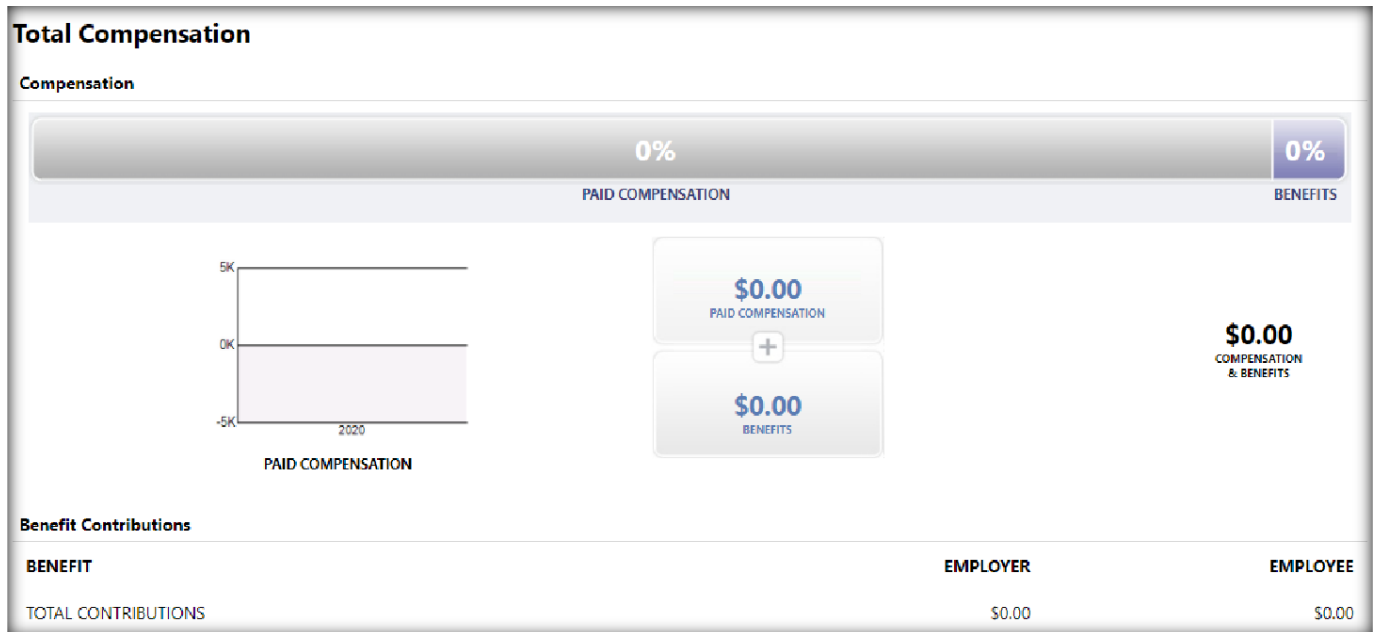
Total Compensation

The Total Compensation tab gives a snapshot of the employee’s compensation including employer paid benefits and fixed monthly contributions. The “Benefits” section includes the city’s contribution towards PERS Retirement accounts, life and disability insurance and SHARE, if applicable. The information that will display on this page, must first be set up in Munis to display properly.

1. Click on the **Total Compensation** link from under the Pay/Tax Information menu.



The Total Compensation page will display as shown below:



Personal Information Tab

1. Click on the Personal Information link from the menu.

Personal Information

2. Click on the **General** tab to view basic employee information.

From this screen, employees can view their name, address, and basic employment information.

The screenshot shows the 'Personal Information' page with the 'General' tab selected. The page is divided into a main content area and a right-hand navigation menu. The main content area includes a profile picture placeholder, a list of personal details (Name, Employee ID, SSN, Active status, Personnel status), and a table of employment information. The right-hand menu contains links to Home, Employee Self Service, Benefits, Certifications, Credentials, Pay/Tax Information, Performance Evaluations, Personal Information (highlighted), Job Information, and Time Off.

Field	Value
Name	4440
Employee ID	4440
SSN	XXX-XX-XXXX
Active status	ACTIVE
Personnel status	FULL TIME
Hire date	6/12/2017
Service date	6/1/2017
Original hire date	6/12/2017
Primary location	TECHNOLOGY
Check location	STEWART BUILDING
Supervisor	[Redacted]
Supervisor email	[Redacted]

3. Click on the **Edit** link to update any personal information.

Edit

4. Click on the **Contact** tab to view employee personal contact information.

The screenshot shows the 'Personal Information' page with the 'Contact' tab selected. The page displays sections for 'Addresses', 'Emergency Contacts', and 'Telephones'. The 'Addresses' section shows a 'Home Address' with an 'Edit' link. The 'Emergency Contacts' section shows three entries: 'Father Or Mother', 'Other Relationship', and 'Spouse', each with 'Edit' and 'Delete' links. The 'Telephones' section shows two entries: 'Listed' and 'Listed', each with 'Opting out of text messages' and 'Home Phone Migration' or 'Cell Phone Number' fields, and 'Edit', 'Delete', and 'Make primary' links. The right-hand navigation menu is the same as in the previous screenshot, with 'Personal Information' highlighted.

The Contact tab will display employee emergency contact information.

5. Click the **Edit** or **Add New** or **Delete** links to update contact information if needed.

The screenshot shows a user profile page with a navigation menu on the right and a main content area on the left. The navigation menu includes: Home, Employee Self Service, Benefits, Certifications, Credentials, Pay/Tax Information, Performance Evaluations, **Personal Information**, Job Information, and Time Off. The main content area is titled "Personal Information" and has two tabs: "General" and "Contact". Under "Addresses", there is a red box around "Add new" and another around "Edit" under "Home Address". Under "Emergency Contacts", there is a red box around "Add new" and red boxes around "Edit | Delete" for "Father Or Mother", "Other Relationship", and "Spouse". Under "Telephones", there is a red box around "Add new" and red boxes around "Edit | Delete" for "Home Phone Migration" and "Cell Phone Number". A blue link "Make primary" is also visible under "Cell Phone Number".

6. Click on the **Job Information** link under **Personal Information** from the menu.



The page will display base job information for the employee.

The card displays the following information:

- Employee Job Information**
- [Redacted] (4440)
- Job:** FINANCIAL SYSTEM SPPT/TRAINER (6008)
- Location:** TECHNOLOGY (Q170)
- Jurisdiction:** CLASSIFIED PROFESSIONAL ADMIN (6000)
- Position:** FNCL SYS SPT/TRNR (600000002)