EMPLOYEE SELF SERVICE (ESS)
EMPLOYEE USER GUIDE

MUNIS V2019.1

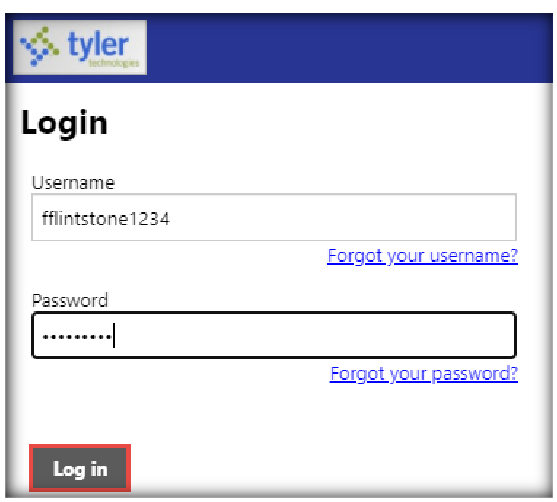
Overview

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://ess3.cccoe.net/esspittsburgprod
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.

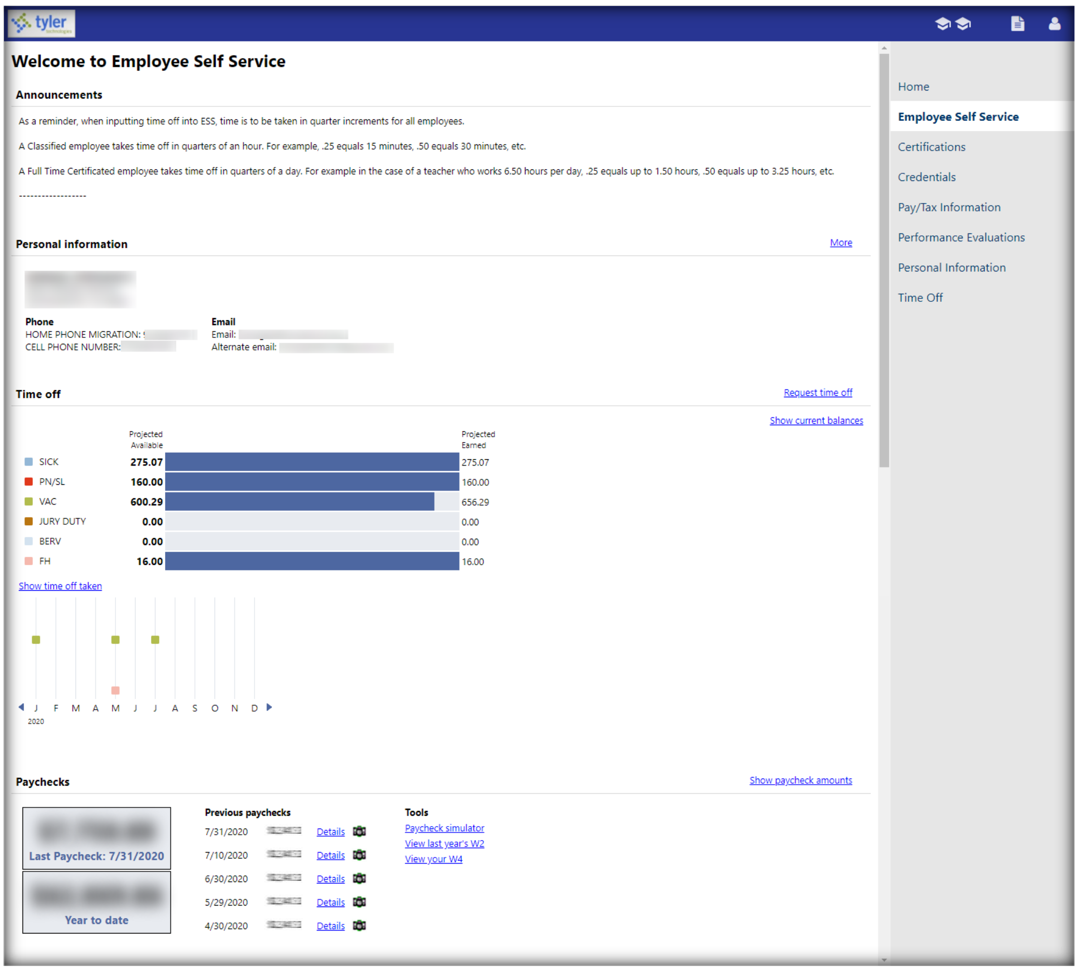
4. Click the **Login** button.



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

Welcome Screen

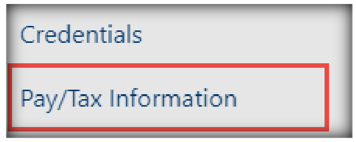
The Welcome Screen shows a summary of personal information, time off balances, and paychecks.



Pay/Tax Information Tab

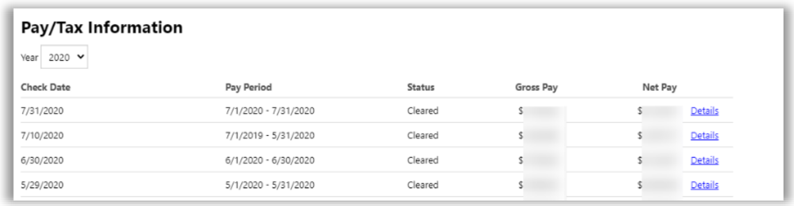
The **Pay/Tax Information** screen allows employees access to pay stubs, W-2s and W-4 information.

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.

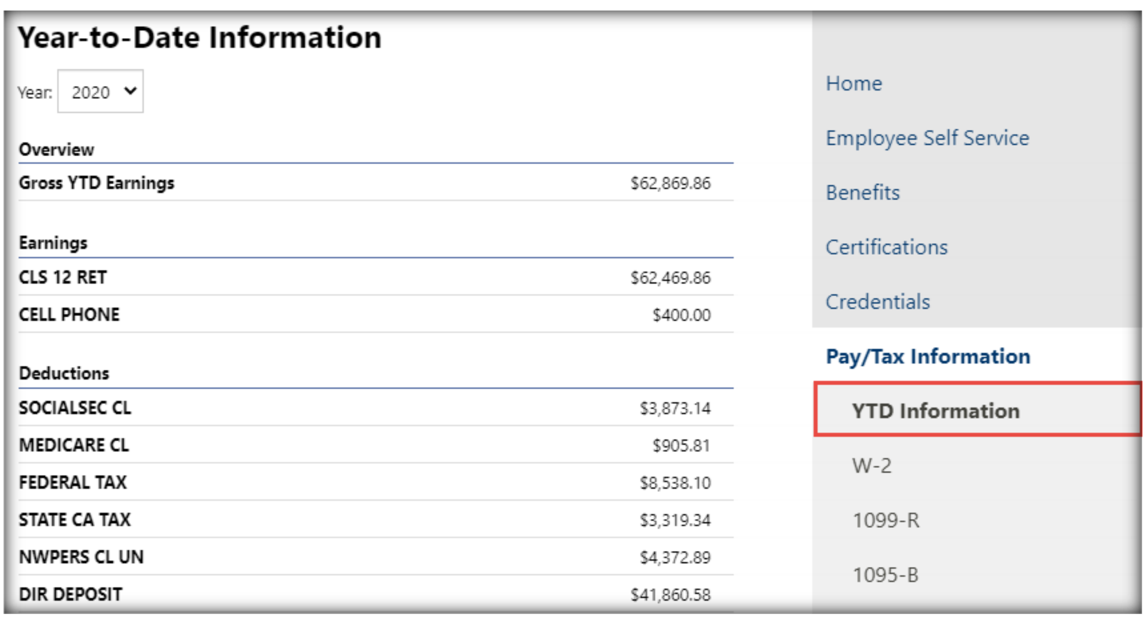
2. Click on the blue **Details** link to view a specific check.



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.

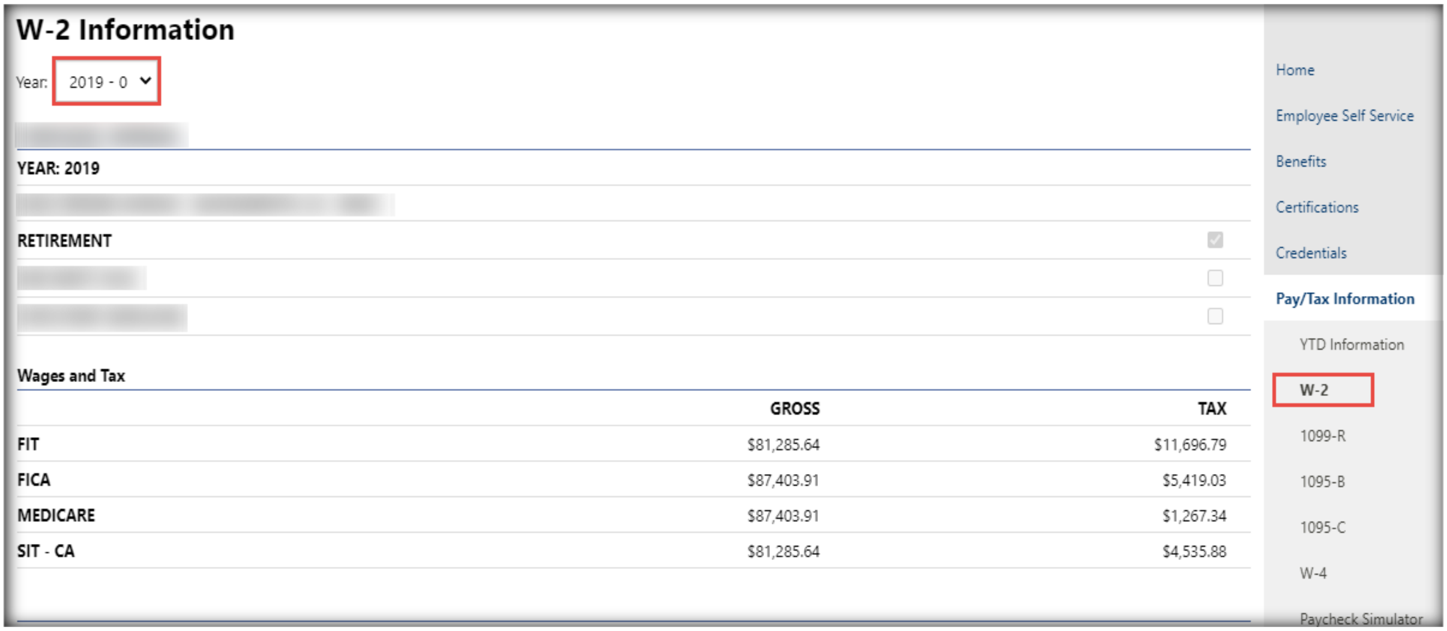
Viewing Year to Date (YTD) Information

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



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

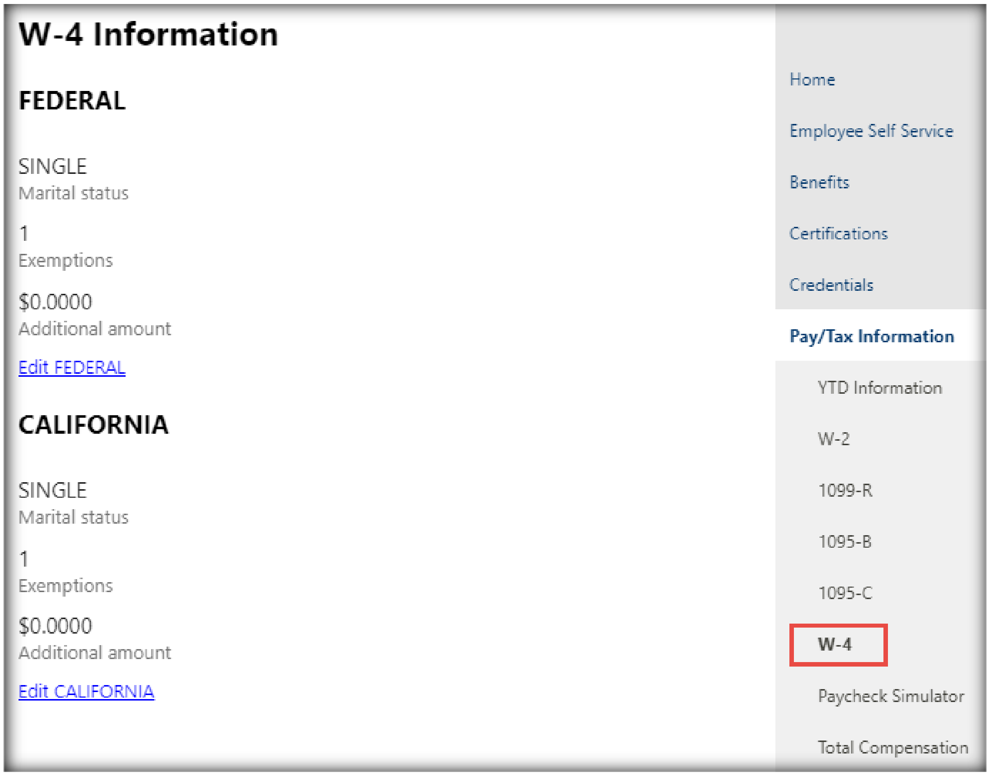
RETIREMENT

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

Viewing and Changing W-4 Information

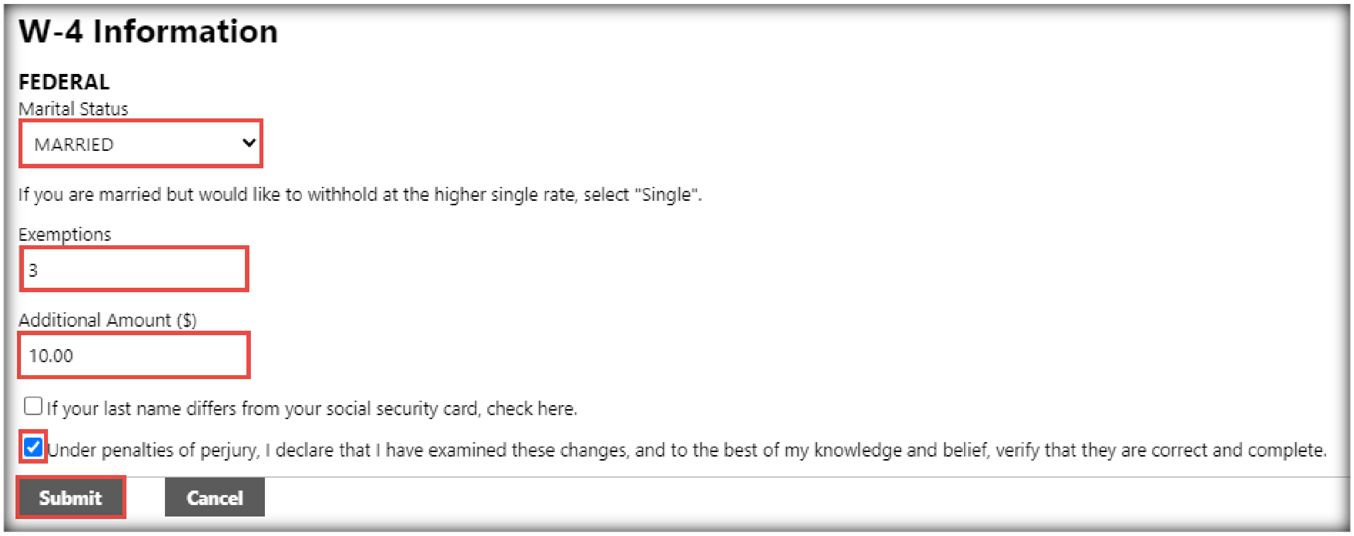
1. Click on the **W-4** link under the **Pay/Tax Information** menu.



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

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.



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.

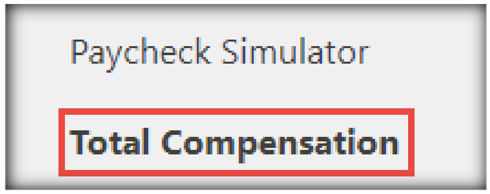
CREDENTIALS TAB

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

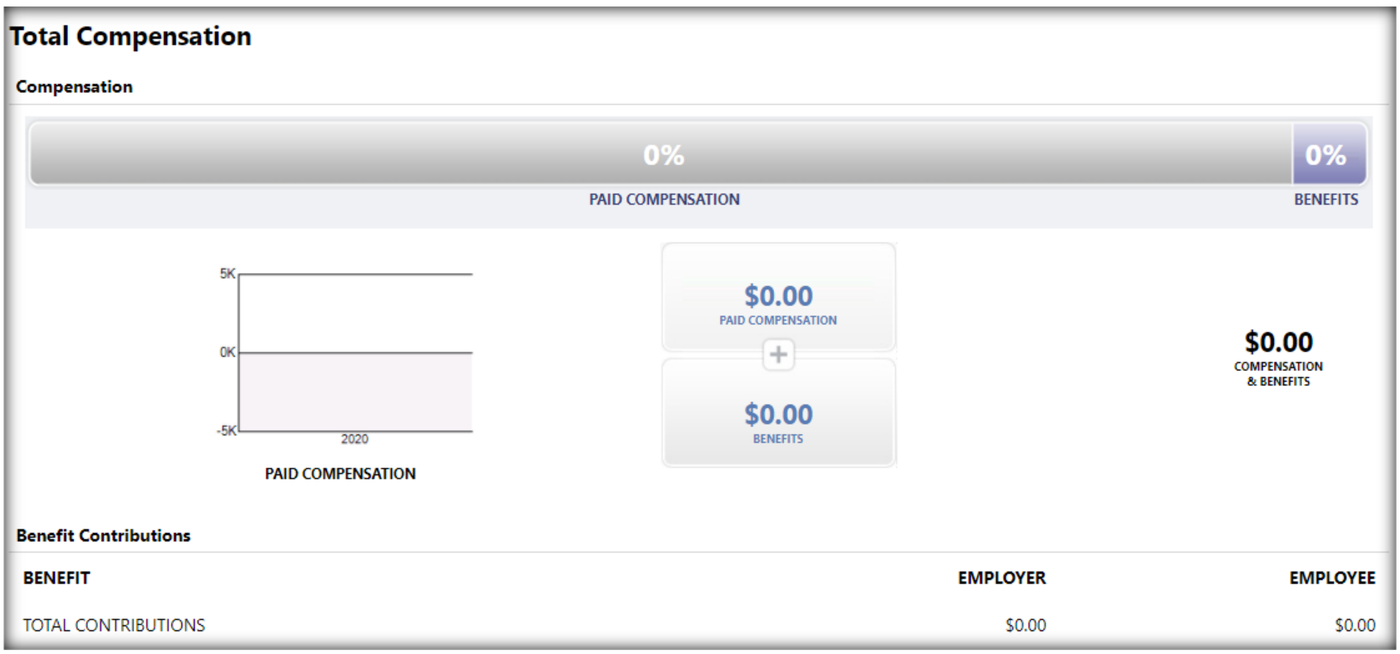
Total Compensation

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:

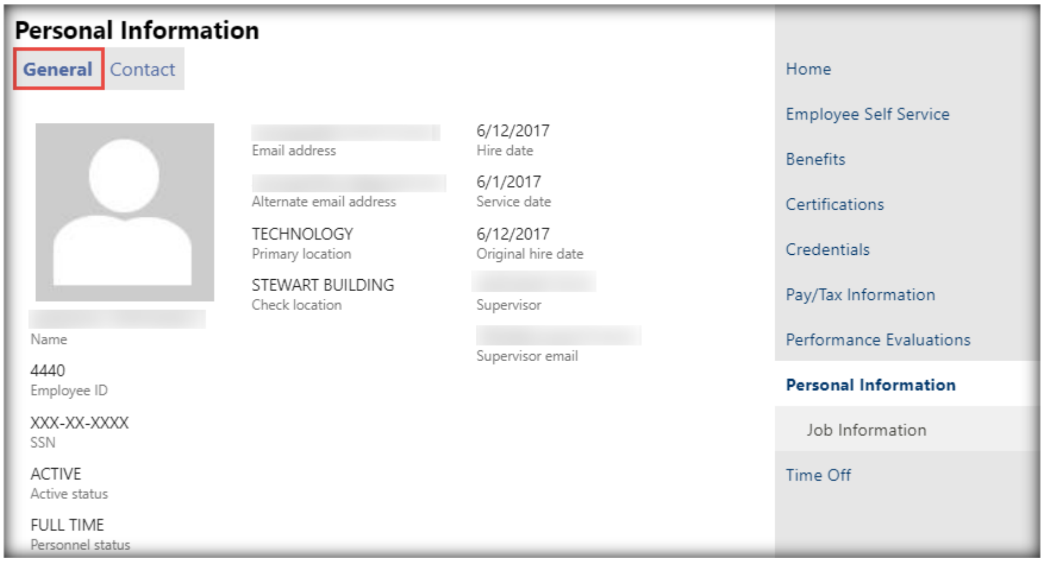


Personal Information Tab

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

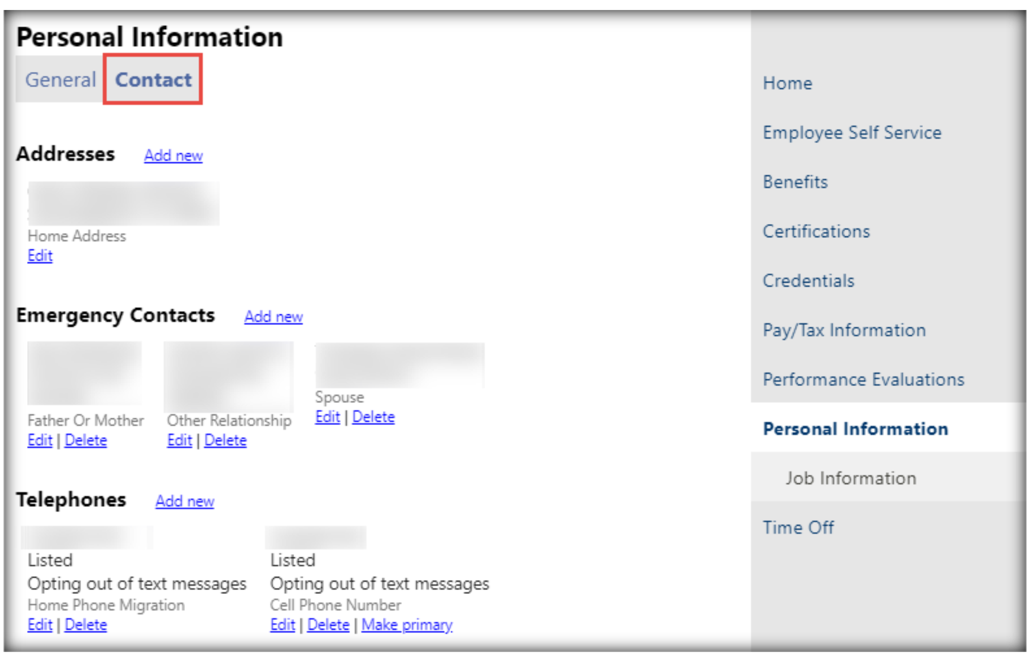
2. Click on the **General** tab to view basic employee information.

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



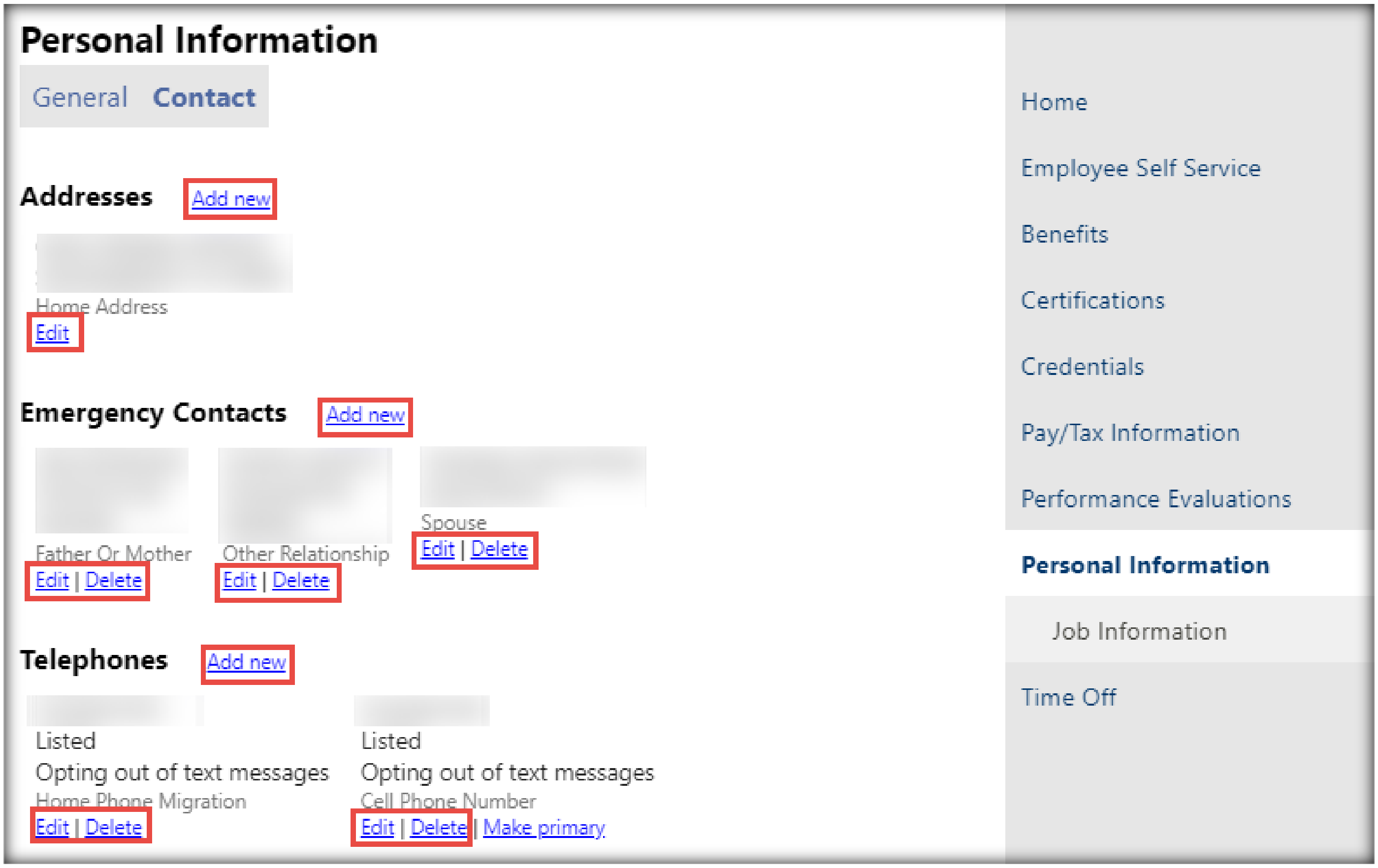
3. Click on the **Edit** link to update any personal information.

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



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.



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

The page will display base job information for the employee.