
EMPLOYEE SELF SERVICE (ESS)


EMPLOYEE USER GUIDE

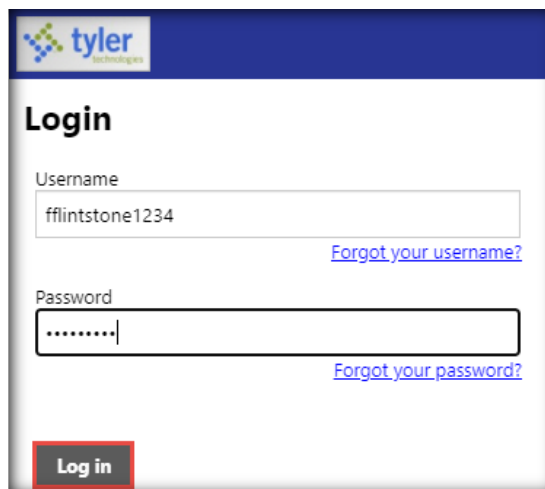
MUNIS V2019.1

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

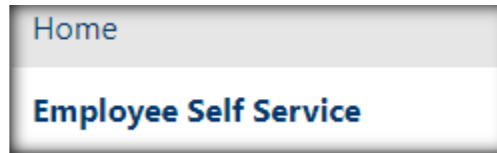
1. Open the **ESS website** in the web-browser: <https://ess3.cccoe.net/esspittsburgprod>
2. Click the **Login**  icon in the top-right corner of the page.
3. Enter your user name and password, then click Log in:
 - a. Username is the same one you use to log into the PUSD computer network **and** your 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.



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

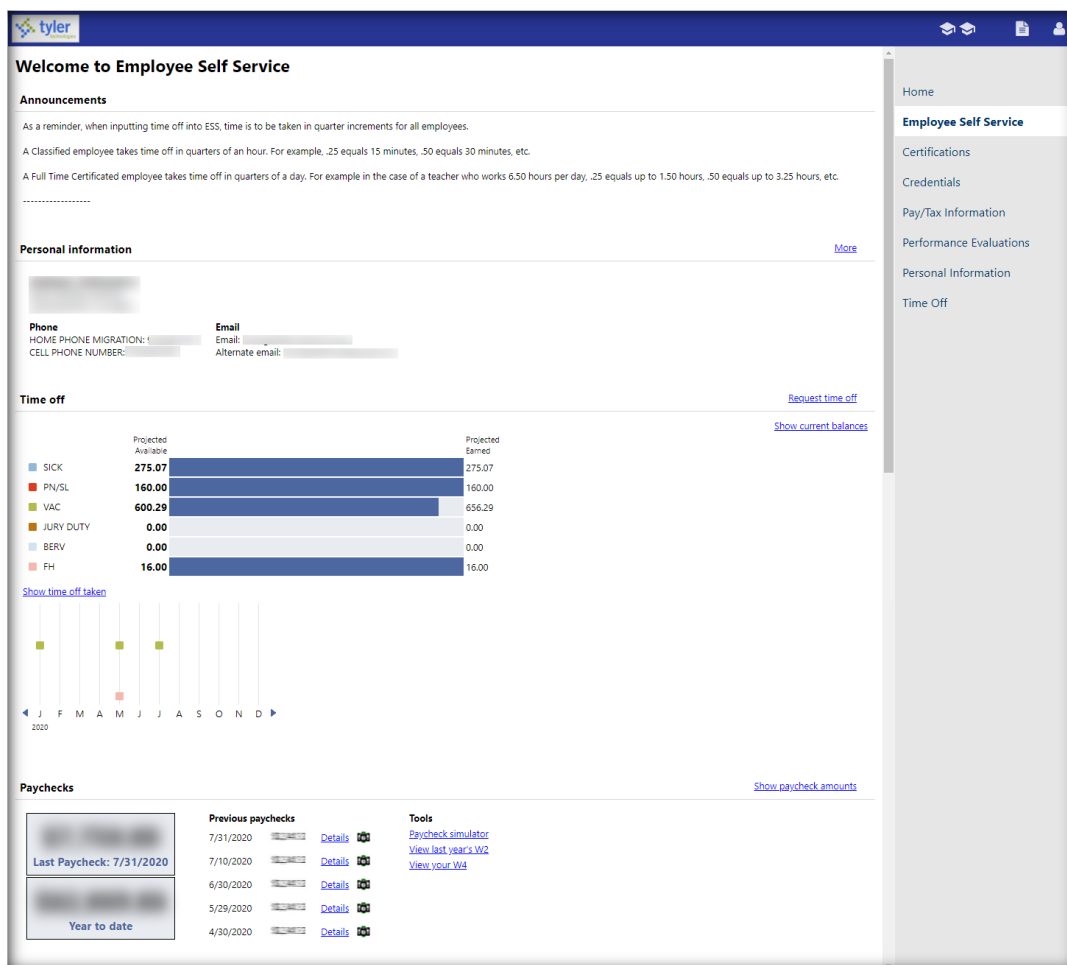
Updated March 2021

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



Welcome Screen

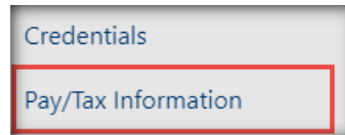
The Welcome Screen shows a summary of personal information, time off balances, and paychecks.



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.

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: Check Date, Pay Period, Status, Gross Pay, and Net Pay. Each row represents a pay check and includes a '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 includes a year dropdown set to '2020'. The main content area is divided into 'Overview' (Gross YTD Earnings) and 'Earnings' (CL, CELL PHONE) and 'Deductions' (SOCIALSEC CL, MEDICARE CL, FEDERAL TAX, STATE CA TAX, NWPERS CL UN, DIR DEPOSIT). A right-hand sidebar contains a menu with 'Home', 'Employee Self Service', 'Benefits', 'Certifications', 'Credentials', and 'Pay/Tax Information'. Under 'Pay/Tax Information', 'YTD Information' is highlighted with a red box, and other options like 'W-2', '1099-R', and '1095-B' are listed below.

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

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](#)

[Benefits](#)

[Certifications](#)

[Credentials](#)

[Pay/Tax Information](#)

[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 link to 'Edit FEDERAL' and 'Edit CALIFORNIA' respectively. On the right, a vertical sidebar contains links: 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 shows the 'W-4 Information' page after clicking the 'Edit FEDERAL' link. The 'FEDERAL' section is expanded, showing 'SINGLE' for Marital status, '1' for Exemptions, and '\$0.0000' for Additional amount. The 'Edit FEDERAL' link is highlighted with a red box. The sidebar on the right is partially visible, showing links like Home, Employee Self Service, Benefits, Certifications, Credentials, Pay/Tax Information, and YTD Information.

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.

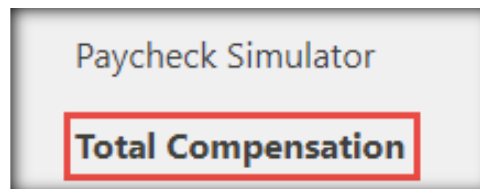
CREDENTIALS TAB

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

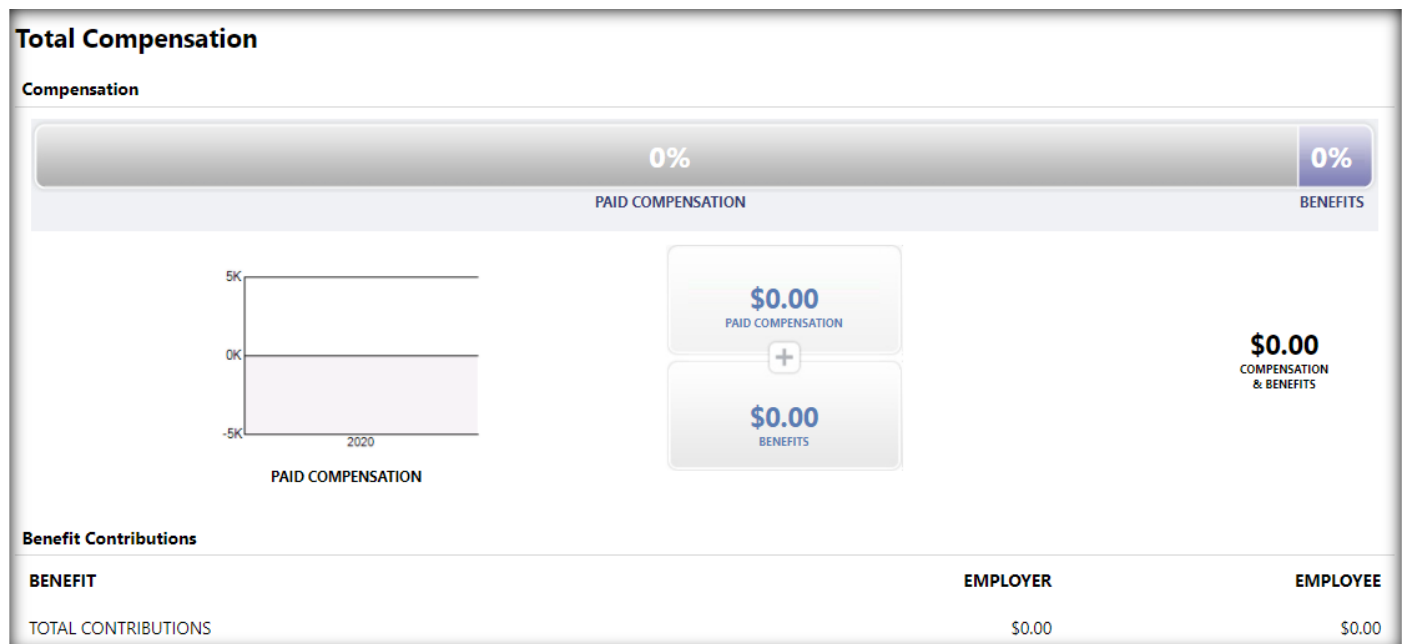
Total Compensation

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:



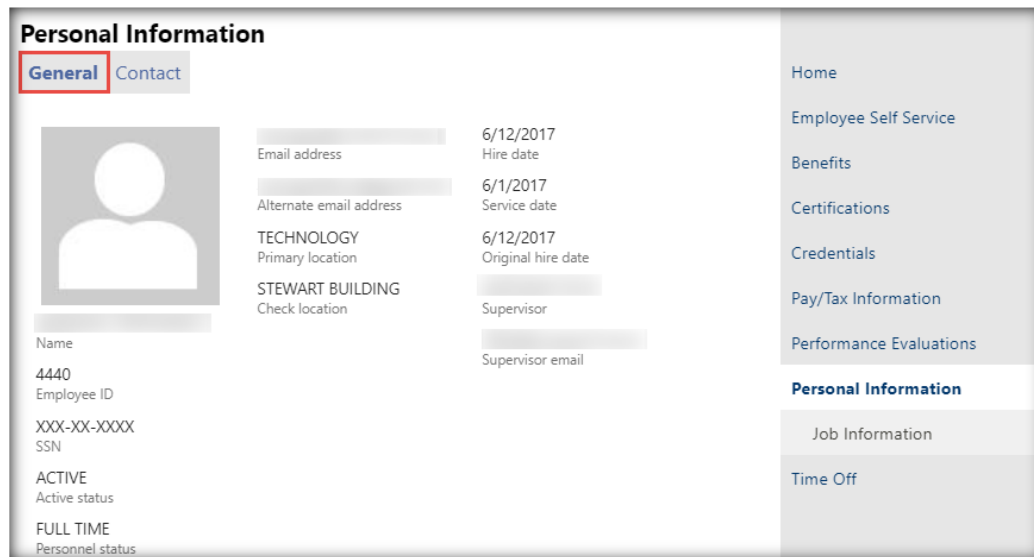
Personal Information Tab

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

A rectangular button with a blue border and the text "Personal Information" in blue.

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

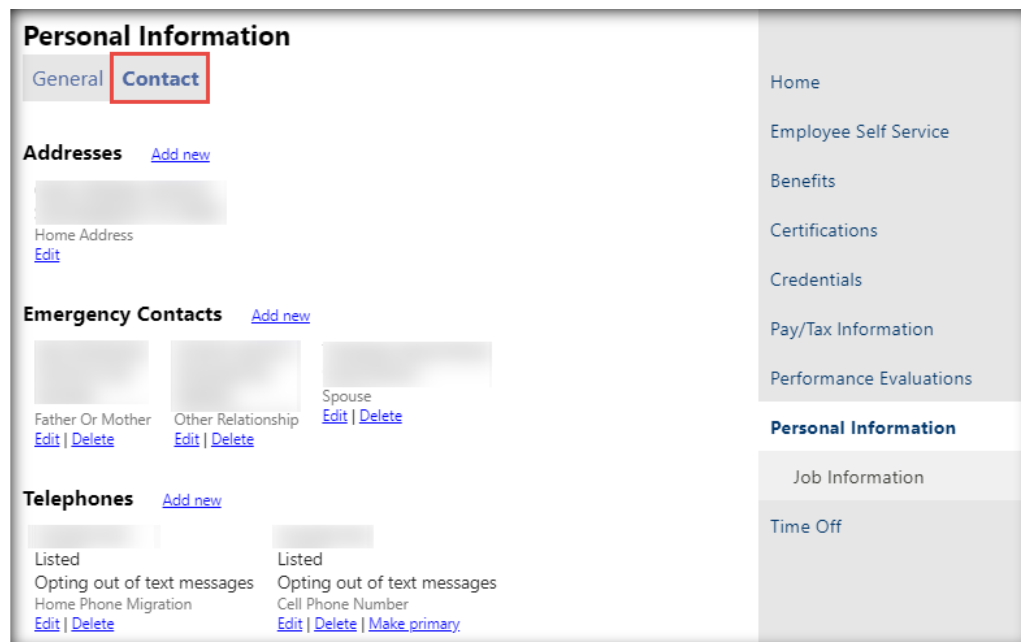
From this screen, employees can view their name, address, and basic employment information.

A screenshot of the "Personal Information" screen with the "General" tab selected. The "General" tab is highlighted with a red box. The screen displays a profile picture placeholder, a list of fields with their values (Name: 4440, Employee ID: XXX-XX-XXXX, SSN: ACTIVE, Active status: FULL TIME, Personnel status), and a list of fields with their values (Email address, Alternate email address, TECHNOLOGY, Primary location, STEWART BUILDING, Check location, Hire date: 6/12/2017, Service date: 6/1/2017, Original hire date: 6/12/2017, Supervisor, Supervisor email). A sidebar on the right contains links to Home, Employee Self Service, Benefits, Certifications, Credentials, Pay/Tax Information, Performance Evaluations, Personal Information (highlighted), Job Information, and Time Off.

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

A rectangular button with a blue border and the text "Edit" in blue.

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

A screenshot of the "Personal Information" screen with the "Contact" tab selected. The "Contact" tab is highlighted with a red box. The screen displays sections for Addresses (Home Address, Edit), Emergency Contacts (Father Or Mother, Other Relationship, Spouse, Edit | Delete), and Telephones (Listed, Opting out of text messages, Home Phone Migration, Edit | Delete). A sidebar on the right contains links to Home, Employee Self Service, Benefits, Certifications, Credentials, Pay/Tax Information, Performance Evaluations, Personal Information (highlighted), Job Information, and Time Off.

The Contact tab will display employee emergency contact information.

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

The screenshot shows a web interface for 'Personal Information'. At the top, there are two tabs: 'General' and 'Contact', with 'Contact' being the active tab. Below the tabs, there are three main sections: 'Addresses', 'Emergency Contacts', and 'Telephones'. Each section has an 'Add new' link. 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: 'Home Phone Migration' and 'Cell Phone Number', each with 'Edit' and 'Delete' links. On the right side, there is a sidebar menu with links to 'Home', 'Employee Self Service', 'Benefits', 'Certifications', 'Credentials', 'Pay/Tax Information', and 'Performance Evaluations'. Below these links, there is a section titled 'Personal Information' with sub-links for 'Job Information' and 'Time Off'.

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

Job Information

The page will display base job information for the employee.

The screenshot shows a web interface for 'Employee Job Information'. At the top, there is a header 'Employee Job Information'. Below the header, there is a section for 'Job Information' with a 'Job' field containing 'FINANCIAL SYSTEM SPPT/TRAINER (6008)', a 'Location' field containing 'TECHNOLOGY (O170)', a 'Jurisdiction' field containing 'CLASSIFIED PROFESSIONAL ADMIN (6000)', and a 'Position' field containing 'FNCL SYS SPT/TRNR (6000000002)'. The 'Job' field is highlighted with a red box.