



ADVANTAGE 3.10

EMPLOYEE SELF SERVICE (ESS) USER GUIDE



***HUMAN RESOURCES AND PAYROLL
DEPARTMENTS***



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Course No. EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Effective Date: 3/01/2018	Contact: Human Resources – HRIS and Payroll
Revision Date:	Document Status: FINAL
Change Implication:	System ✓ Operation ✓ Organization ✓ Operational – change to the use of a system Medium impact – moderate level of communications required, and some partner support
Audience:	County Employees
Supporting Resources:	



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Table of Contents

Learning Objectives.....	6
Expectations.....	6
Key Concepts and Terms.....	7
Logging into the Employee Self Service (ESS)	8
Customizing Your Home Page	9
Interaction #1: To Create or Modify Home or Mailing Address.....	12
Description: For an employee to create or modify their Home or Mailing Address....	12
Emergency Contact.....	16
Interaction #1: To Insert an Emergency Contact.....	16
Description: For an employee to set up an Emergency Contact in ESS	16
Interaction #2: Modify Emergency Information	22
Description: Once an employee’s Primary or Secondary Emergency Contact has been established, the employee can modify information.....	22
Employee Name Change	25
Interaction #1: To Update Name	25
Description: For an employee to update their name in the system.....	25
Timesheet Submittal for a Positive Paid Employee	28
Interaction #1: Timesheet Submittal for an Hourly Employee.....	29
Description: For an Hourly Employee to complete a timesheet.....	29
Interaction #2: Entering Leave	33
Description: For entering time away from the office.	33
Interaction #3: Using Pay Override Codes on a Timesheet.....	36
Description: For an employee to use override codes	36



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Interaction #4: Entering Overtime on Your Timesheet.....	37
Description: Entering overtime on a timesheet for an Hourly Employee	37
Interaction #5: Entering Shift Differentials on the Timesheet.....	38
Interaction #7: Copy a Timesheet	39
Description: For an employee to copy a previous timesheet.....	39
Interaction #8: Modify a Timesheet	42
Description: For an employee to modify an incomplete timesheet	42
Interaction #7: Submit a Timesheet.....	43
Description: For an employee to submit a Timesheet	43
Timesheet Submittal for an Exception Paid Employee.....	45
Interaction #1: Timesheet Submittal for an Exception Employee	45
Description: For an exempt employee to complete a timesheet.....	45
Interaction #2: Entering Leave	49
Description: For entering time away from the office.	49
Interaction #3: Using Accounting Override Codes on a Timesheet	50
Description: For an employee to use override codes	50
Interaction #4: Modify a Timesheet	51
Description: For an employee to modify an incomplete timesheet	51
Interaction #5: Submit a Timesheet.....	52
Description: For an employee to submit a Timesheet	52
Leave Request.....	54
Interaction #1: To Request Leave	54
Description: For an employee to request leave	54
Direct Deposit.....	59



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Interaction #1: Primary Direct Deposit Account.....	59
Description: To set up a Primary Account	59
Interaction #2: Secondary Direct Deposit Account	63
Description: Once an employee’s Primary Account has been established, the employee can set up to 9 Secondary Accounts.	63
Interaction #3: Modify Account Information	66
Description: Once an employee’s Primary or Secondary Account has been established, the employee can modify Accounts.....	66
Interaction #4: Cancelling Your Direct Deposit.....	69
Description: Once an employee’s Primary or Secondary Account has been established, the employee can cancel their Direct Deposit election.	69
Pay Advice Notice	72
Interaction #1: To View Pay Stubs or Direct Deposit Advice.	72
Description: For an employee to view Pay Stubs or Direct Deposit Advices.	72
Pay and Deduction Details and Summary.....	74
Tax Levies and Garnishments.....	76
Form W-4 Allowance	77
Interaction #1: To create Form W-4 Employee’s Withholding Allowance Certificate ..	77
Description: For an employee to create a W-4 in the system.	77
Interaction #2: To View W-4 Allowances	80
Description: For an employee to view and print W4 Allowances	80
Electronic W-2.....	81
Revision History	82
Orientation	



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

In the spring of 2018, the County of Monterey completed an upgrade of CGI Advantage from version 3.7 to 3.10 for HRM and Payroll.

This user guide covers the methods for performing Employee Self Service (ESS) functions in Advantage 3.10.

This document includes new functionalities available in Advantage 3.10.

Learning Objectives

After this lesson, employees will be able to:

- Customize the Home Page
- Modify Address information
- Set Up and Modify Emergency Contact information
- Manage Employee Name Changes
- Timesheet Management
- Process Leave Requests
- Set-up a primary and secondary accounts for direct deposit
- View Paystubs or Direct Deposit Advice
- View Tax Levies and Garnishments
- Create and view a W-4
- View Electronic W-2

Expectations

Estimated Learning Time : Experienced Staff	2 hours
Estimated Learning Time : New Staff	4 hours



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Key Concepts and Terms

The following are integral to performing your job functions with this ADVANTAGE feature.

Concept or Term	Description
Direct Deposit	<ul style="list-style-type: none">Direct deposit process requires employee to provide data such as primary, secondary bank account number, frequency of deposit, bank routing number, bank name, deposit amount, percentage.
Tab	<ul style="list-style-type: none">The ESS allows employees to access data pertaining to Time and Leave, Compensation, and Benefits.
Sub Tabs	<ul style="list-style-type: none">The ESS application contains sub tabs to organize business functions into more specific categories. For example, the Time and Leave tab contains the Time Information, Timesheets, and Work Schedule sub tabs.
Widget	<ul style="list-style-type: none">Self-contained areas within each tab or sub tab. They allow employees to access data pertaining to specific information. For example, the Direct Deposit widget is under the compensation tab.



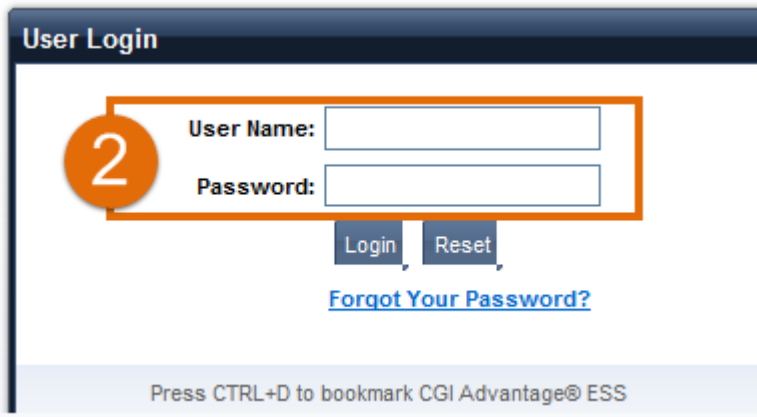
EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Logging into the Employee Self Service (ESS)

1. Access ESS using one of the following methods:
 - A. From home, type the following URL into the address bar in Internet Explorer: <https://employeecenter.co.monterey.ca.us/webapp/ESSPROD/ESS>
 - B. At work, click the **Employee Self Service (ESS)** link on the County's intranet site: <http://www.in.co.monterey.ca.us/>



2. Enter your county-issued username and password at the ESS login screen.
Hint #1: Be sure to enter your username in all lowercase letters!



3. Upon logging in, you will see your **Home** page.



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Customizing Your Home Page

These step-by-step instructions explain the use of Employee Self Service (ESS) to customize your **Home** page.

- A. The **Home** page now has all employee's personal information in one location with specific links to key documents and informational pop-ups.
- B. **Notifications** are now available on the Home page for review.
- C. **Quick Links** to other areas of the ESS application are conveniently listed.

The screenshot shows the 'CGI Advantage ess' interface. At the top, there are navigation tabs for Home, Time and Leave, Compensation, and Benefits. The main content area is titled 'Welcome!' and includes a user profile picture placeholder and the text 'HPWEL - Welcome ! Choose a link below to view your information or to make updates to your profile information.' Below this, there are five action links: 'View Profile', 'Update Emergency Contact', 'Update Address', 'Process Name Change', and 'View Licenses and Certifications'. A callout 'A' points to this section. Below the links is a 'Notifications' section with a table of alerts. A callout 'B' points to this table. At the bottom is a 'Quick Links' section with two columns of links. A callout 'C' points to this section.

Notifications

Date	Type	Message	URL	Delete
10/30/2017	Alert	Timesheet Document has been approved and processed successfully		
10/16/2017	Alert	Timesheet Document has been approved and processed successfully		
10/02/2017	Alert	Timesheet Document has been approved and		

Quick Links

Enrollment Wizard	View Tax Levies and Garnishments
View Employee Benefits and Deductions	View Pay and Deduction Summary
View Dependent Benefits	View Tax Withholdings/Allowances
View Dependent Information	View Attendance Card
View Enrollments	Create Leave Request
Create Federal W-4	Create Overtime Request
Set up Direct Deposit	View Leave Balance
View Issued Checks/Advices	View Timesheets
Request Duplicate Tax Forms	View Work Schedule
Request Electronic W-2	



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

- D. **My Work** are the documents that an employee has in progress or those that have already been completed.

My Work

No Records Found

HPWORK - View and modify your work in progress and track completed work.

In Progress Completed

Document Name	Status	Date Last Modified	Approver
---------------	--------	--------------------	----------

- E. All form and links to websites are now listed under **Forms and Websites** for quick reference.

Forms and Websites

HPFW - View downloadable forms and links to websites.

Topic	Description	Department	Link	Attachment
Benefit	ANTHEM	ALL	www.anthem.com/ca/calpers	
Benefit	BENEFICIARY	ALL		
Benefit	CALPERS AESD-1	ALL		
Benefit	CALPERS AESD139	ALL		

- F. The **Favorites** link is for employee's to establish their favorite widgets (links and websites) that they personally use often. Click **Add/ Modify Favorites** to view all widgets on a new window.

Favorites

HPFAV - Click on a link below to add your favorite widgets. If you want to modify your favorites, click on the Add/Modify Favorites link.

[Add/Modify Favorites](#)



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

- G. In the **Favorites** widget, employee can add or delete widgets following the given instructions.
- To add a widget to your list of Favorites select the **Add/Modify Favorites** link.
 - When the Favorites pop up window opens, simply click the star icon for the widgets you wish to designate as Favorites.
 - The star icon will turn to a trashcan icon.
 - To remove an item from your favorites, click the trashcan icon.
- H. Click the **Save Favorites** button when you have finished making changes to view the applicable changes.

Widget Name	Tab	Add To Favorites	Widget Name	Tab	Add To Favorites
Create Beneficiary	Benefits	★	View Performance Evaluations	Performance	★
Enrollment Wizard	Benefits	★	View Performance Expectations	Performance	★
View Employee Benefits and Deductions	Benefits	★	View Attendance Card	Time and Leave	★
View Dependent Benefits	Benefits	★	Create Leave Request	Time and Leave	★
View Dependent Information	Benefits	★	Create Overtime Request	Time and Leave	★
View Enrollments	Benefits	★	Donate Leave	Time and Leave	★
Create Federal W-4	Compensation	★	Enroll in Leave Bank	Time and Leave	★
Set up Direct Deposit	Compensation	★	View Leave Balance Alerts	Time and Leave	★
View Issued Checks/Advices	Compensation	★	Modify Leave Bank	Time and Leave	★
Paycheck Calculator	Compensation	★	View Leave Balance	Time and Leave	★
Request Duplicate Tax Forms	Compensation	★	View Timesheets	Time and Leave	★
Request Electronic W-2	Compensation	★	View Work Schedule	Time and Leave	★
View Tax Levies and Garnishments	Compensation	★	Create Workers' Comp Claim	Workers' Comp	★
View Pay and Deduction Summary	Compensation	★	View Workers' Comp Claims	Workers' Comp	★
View Tax Withholding Allowances	Compensation	★			

Save Favorites



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Interaction #1: To Create or Modify Home or Mailing Address

Description: For an employee to create or modify their Home or Mailing Address

1. Navigate to the **Home** tab.
2. Within the **Welcome!** widget, click **Update Address**.
3. **Update Address** window will appear.

The screenshot displays the ESS user interface. At the top, the 'Home' tab is highlighted with a red box and a '1' in a red circle. Below the navigation bar, the 'Welcome!' widget contains several links, with 'Update Address' highlighted by a red arrow and a '2' in a red circle. A 'My Work' widget on the right shows a table of pending documents. An 'Update Address' window is overlaid on the bottom right, with a '3' in a red circle. The window contains a breadcrumb trail: 'Contact Name Information > Enter Home Address > Enter Mailing Address > Enter Phone > Enter Email'. Below this, it says 'HPADDR1 - Please verify the information in the fields below.' The form includes fields for 'Alias/Nickname 1', 'Alias/Nickname 2', and 'Other Last Name'. There are also dropdown menus for 'Private Home' (set to 'N/A') and 'Residency Code' (set to 'IN STATE'). 'Next >' and 'Submit' buttons are at the bottom.

Date	Message	URL	Delete
10/19/2017	Alert ESS Employee Emergency Contact Document 0725170000000000046 has been approved and processed success More		
10/19/2017	Alert ESS Employee Emergency Contact Document 0725170000000000045 has been approved and		

Document Name	Status
ESS Employee Identification Change Form	PENDING
ESS Employee Leave Request	PENDING



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

4. Select the **Enter Home Address** section, located on the top menu, and modify the appropriate information:
 - A. **Street 1**
 - B. **City**
 - C. **Zip/Postal Code**

Update Address

Contact Name Information > **4 Enter Home Address** > Enter Mailing Address > Enter Phone > Enter Email

HPADDR2 - Enteryour Home Address information. If your Mailing Address is the same as your Home Address, select the same Mailing Address check box.

A → *Street 1: *Zip/Postal Code: ← **C**

Street 2: Country: United States

B → *City: County:

State/Province: California Same Mailing Address?:

< Previous Next > Submit

5. If applicable, use the pick list arrow for the following:
 - A. **State/Province**
 - B. **Country**
 - C. **County**
6. If the home address is the same, click the **Same Mailing Address** checkbox.

Update Address

Contact Name Information > **Enter Home Address** > Enter Mailing Address > Enter Phone > Enter Email

HPADDR2 - Enteryour Home Address information. If your Mailing Address is the same as your Home Address, select the same Mailing Address check box.

*Street 1: *Zip/Postal Code:

Street 2: Country: United States ← **B**

*City: County: ← **C**

A → State/Province: California Same Mailing Address?: ← **6**

< Previous Next > Submit



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

- If the mailing address is different, navigate to and click **Enter Mailing Address** section.
- Modify the appropriate information:
 - Street 1
 - City
 - Zip/ Postal Code

Update Address

Contact Name Information > Enter Home Address > **Enter Mailing Address** > Enter Phone > Enter Email

HPADDR3 - Enter your Mailing Address information.

*Street 1:

Street 2:

*City:

State/Province: California

*Zip/Postal Code:

Country: United States

County:

< Previous Next > Submit

- If applicable, use the pick list arrow for the following:
 - State/Province
 - Country
 - County
- Review/ confirm all information and click **Submit**. An automatic confirmation notification will appear.

Update Address

Contact Name Information > Enter Home Address > Enter Mailing Address > Enter Phone > Enter Email

HPADDR3 - Enter your Mailing Address information.

*Street 1:

Street 2:

*City:

State/Province: California

*Zip/Postal Code:

Country: United States

County:

< Previous Next > **Submit**



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

- Employee can view the status of their document by navigating to and clicking the **Home** tab and locating the ESS Employee Address document in their **My Work** widget

The screenshot displays the CGI Advantage ESS user interface. At the top, there are navigation tabs: Home, Time and Leave, Compensation, and Benefits. The 'Home' tab is selected. Below the navigation, there is a 'Welcome!' section with a user profile picture and several links: View Profile, Update Emergency Contact, Process Name Change, and View Licenses and Certifications. A notification table is visible below the welcome section. On the right side, there is a 'My Work' widget titled 'HPWORK - View and modify your work in progress and track completed work.' This widget contains a table with columns for Document Name, Status, Date Last Modified, and Approver. The table lists two documents: 'Net Pay Distribution' (DRAFT, 12/01/2017) and 'Timesheet' (DRAFT, 11/28/2017). An orange circle with the number '11' and an arrow points to the 'Home' tab, and another orange arrow points from the 'Home' tab to the 'My Work' widget.

Document Name	Status	Date Last Modified	Approver
Net Pay Distribution	DRAFT	12/01/2017	
Timesheet	DRAFT	11/28/2017	

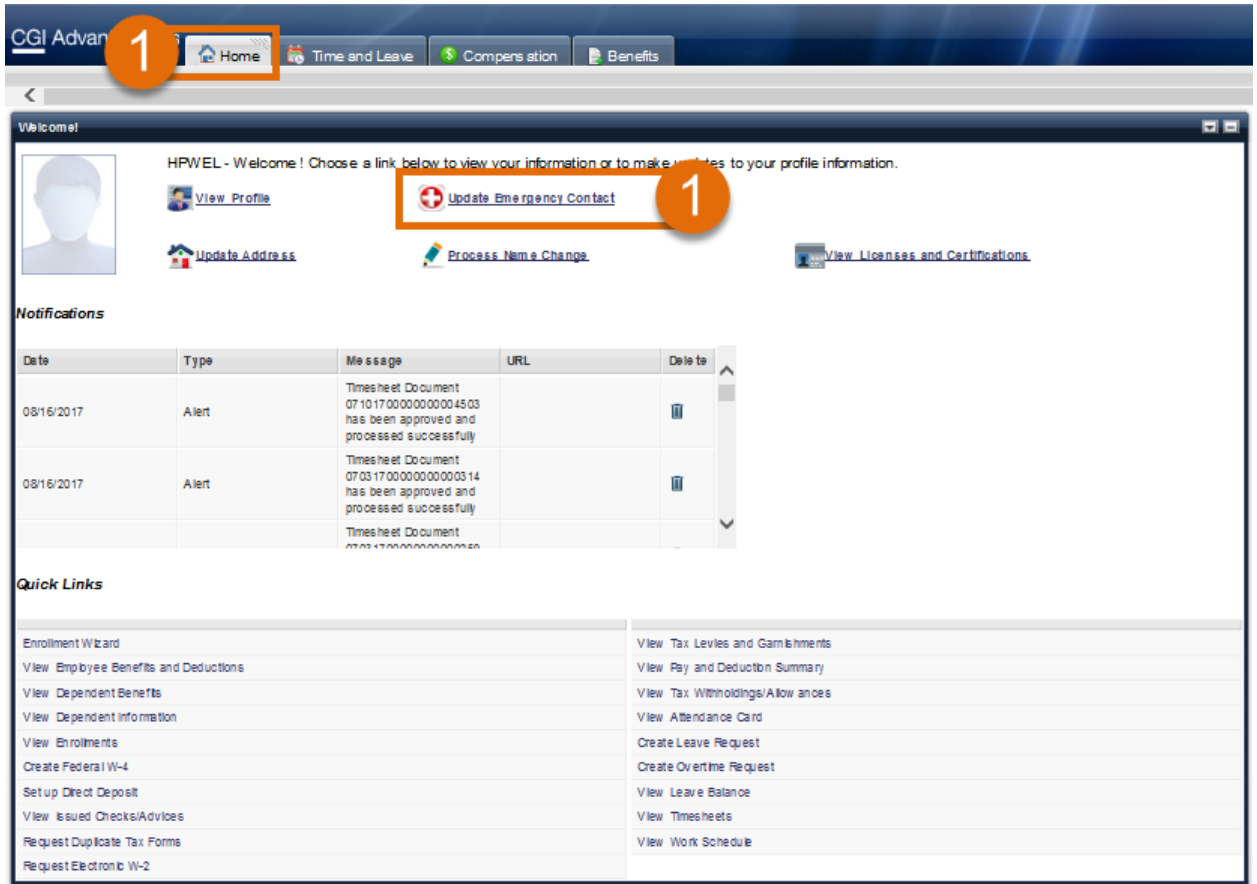


Emergency Contact

Interaction #1: To Insert an Emergency Contact

Description: For an employee to set up an Emergency Contact in ESS

1. Under the **Home** tab, select **Update Emergency Contact**.



2. The **Update Emergency Contact** window will appear.



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

3. Under the **Enter Address Information** section, input demographic information:
 - A. **Contact First Name**
 - B. **Contact Last Name**
 - C. **Street 1**
 - D. **City**
 - E. **State/Province**
 - F. **Zip/Postal Code**
 - G. **Country** (i.e. US = USA)

The screenshot shows a web browser window titled "Update Emergency Contacts". At the top, there is a table with columns: First Name, Last Name, Relationship, Phone, Email, Delete Line, and Copy Line. Below the table is a button labeled "Add Emergency Contact".

The main section is titled "Enter Address Information". It contains the following fields and options:

- Contact Name Prefix: [text box]
- * Contact First Name: [text box] (Callout A)
- Contact Middle Name: [text box]
- * Contact Last Name: [text box] (Callout B)
- Contact Name Suffix: [text box]
- Contact Description: [text box]
- Relationship: OTHER [dropdown menu]
- Primary Contact:
- Home Department: [text box]
- Position ID: [text box]
- Spouse works for same employer?
- Spouse ID: [text box]
- Name: [text box]
- * Street 1: [text box] (Callout C)
- Street 2: [text box]
- * City: [text box] (Callout D)
- * State/Province: [dropdown menu] (Callout E)
- * Zip/Postal Code: [text box] (Callout F)
- * Country: [dropdown menu] (Callout G)
- County: [dropdown menu]

At the bottom of the form are "Cancel" and "Submit" buttons.



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

4. If applicable, input the following information:
 - A. **Contact Name Prefix**
 - B. **Contact Name Suffix**
 - C. **Contact Description**
 - D. **Relationships**
 - E. If primary contact, click the **Primary Contact** checkbox
 - F. If emergency contact is a spouse that works for the County, check the box next to **Spouse works for same employer?** and use the drop-down arrow under **Spouse ID** to locate the employee by name or employee number.

The screenshot shows the 'Update Emergency Contacts' interface. At the top, there is a table with columns: First Name, Last Name, Relationship, Phone, Email, Delete Line, and Copy Line. Below the table is an 'Add Emergency Contact' button. The main section is titled 'Enter Address Information' and contains the following fields and controls:

- Contact Name Prefix:** Text input field with annotation A.
- Contact First Name:** Text input field with annotation B.
- Contact Middle Name:** Text input field with annotation B.
- Contact Last Name:** Text input field with annotation B.
- Contact Name Suffix:** Text input field with annotation B.
- Contact Description:** Text input field with annotation C.
- Relationship:** Text input field with annotation D.
- Primary Contact:** Checkbox with annotation E.
- Home Department:** Text input field.
- Position ID:** Text input field.
- Spouse works for same employer?:** Checkbox with annotation F.
- Spouse ID:** Text input field with a dropdown arrow and annotation F.
- Name:** Text input field.
- Street 1:** Text input field.
- Street 2:** Text input field.
- City:** Text input field.
- State/Province:** Dropdown menu (currently set to CALIFORNIA).
- Zip/Postal Code:** Text input field.
- Country:** Dropdown menu (currently set to United States).
- County:** Text input field.

At the bottom of the form are 'Cancel' and 'Submit' buttons.



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

5. Use the scroll bar to navigate to the bottom of the page
6. Under the **Enter Phone and E-mail Information** section, input the following information:
 - A. **Phone**
 - B. Under **Type**, use the pick list to select the appropriate phone type
 - C. Select **Primary Phone** next to the phone number that should be used as the primary contact method.
 - D. **E-mail**
 - E. **Confirm E-mail**
 - F. Select **Primary E-mail** next to the e-mail that should be used as the primary contact method.

The screenshot shows the 'Update Emergency Contacts' interface. At the top is a table with columns: First Name, Last Name, Relationship, Phone, Email, Delete Line, and Copy Line. Below the table is an 'Add Emergency Contact' section with fields for Primary Contact, Home Department, Position ID, Spouse works for same employer?, Spouse ID, and Name. A scroll bar on the right is annotated with a '5' and an arrow pointing down. Below this is the 'Enter Phone and E-mail Information' section. It contains a 'Phone' section with four rows of fields for Phone, Ext, and Type (with a dropdown menu), and a 'Primary Phone' checkbox. This section is annotated with 'A' (the Phone field), 'B' (the Type dropdown), and 'C' (the Primary Phone checkbox). Below the phone section is an 'Email' section with two rows of fields for E-mail and Confirm E-mail, and two Primary E-mail checkboxes. This section is annotated with 'D' (the E-mail field), 'E' (the Confirm E-mail field), and 'F' (the Primary E-mail checkbox). A 'Cancel' and 'Submit' button are located at the bottom of the form.



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

- To add a second Emergency Contact, click **Add Emergency Contact**. Under **Enter Address Information** and **Enter Phone and E-mail Information** sections, repeat steps 3-6.
- Review all the information and click **Submit**.

Update Emergency Contacts

First Name	Last Name	Relationship	Phone	Email	Delete Line	Copy Line

Add Emergency Contact ← 7

Enter Address Information

HPEMER1 - Enter the contact name and address information below. Additional emergency contacts can be added by clicking the "Add Emergency Contact" button.

Contact Name Prefix:

* Contact First Name:

Contact Middle Name:

* Contact Last Name:

Contact Name Suffix:

Contact Description:

Relationship:

Primary Contact:

Home Department:

Position ID:

Spouse works for same employer?

Spouse ID:

Name:

* Street 1:

Street 2:

* City:

* State/Province:

* Zip/Postal Code:

* Country:

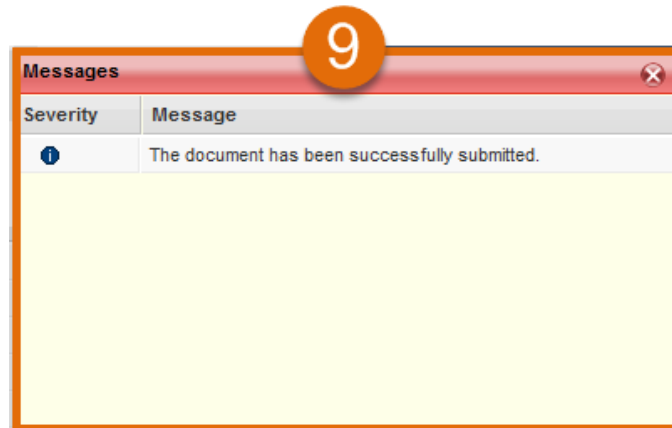
County:

Cancel Submit 8

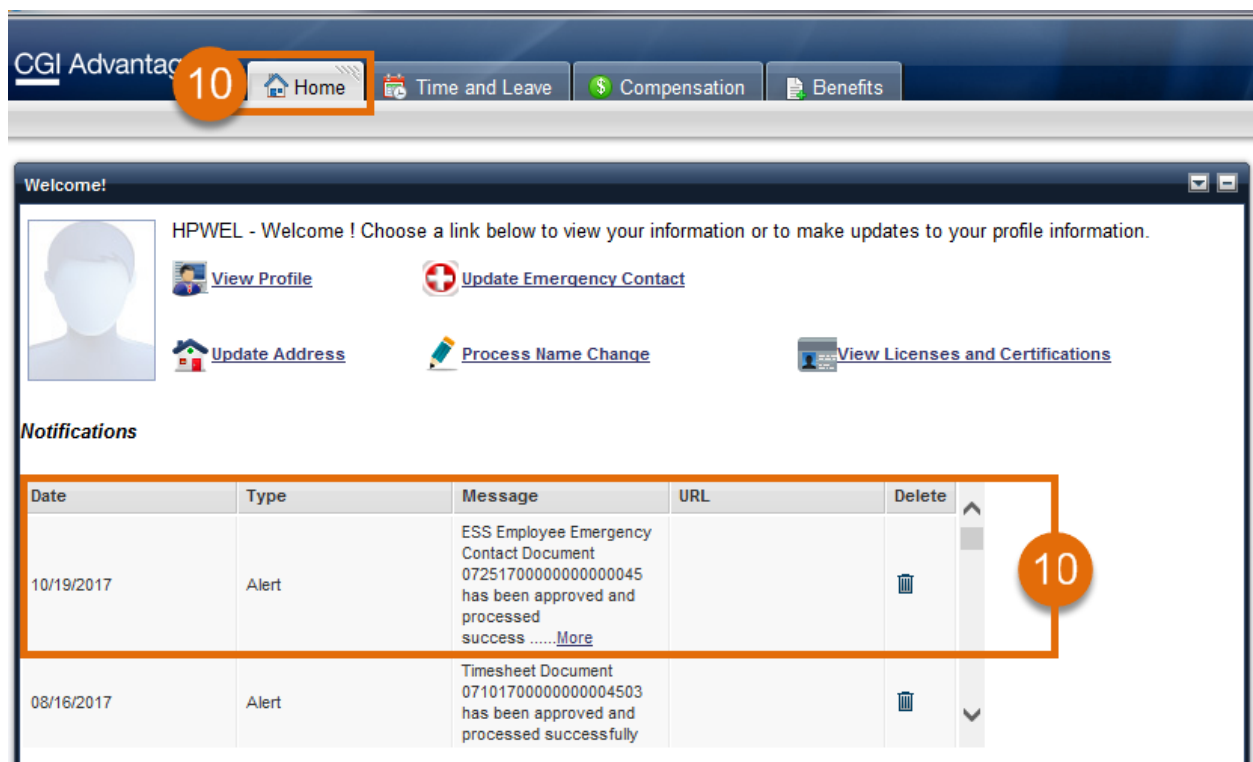


EMPLOYEE SELF SERVICE (ESS) USER GUIDE

9. An automatic confirmation message will appear.



10. The employee can view the status of their document by clicking on the **Home** tab and locating the MYEMER document in their **Welcome!** widget.



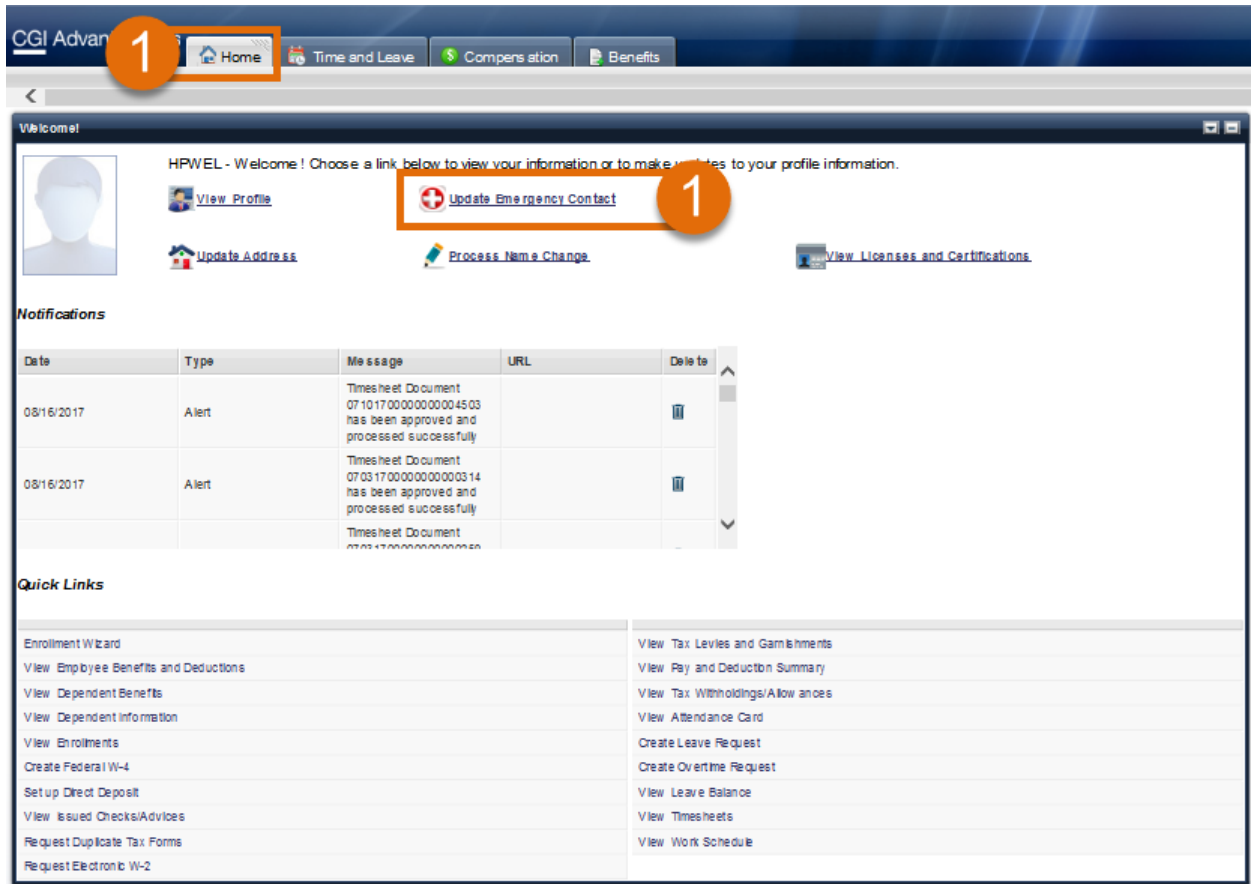


EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Interaction #2: Modify Emergency Information

Description: Once an employee's Primary or Secondary Emergency Contact has been established, the employee can modify information.

1. Under the **Home** tab, select **Update Emergency Contact**.



2. The **Update Emergency Contact** window will appear.
3. To delete a contact information, click on the the TRASH CAN icon under **Copy Line** next to the emergency contact's name.





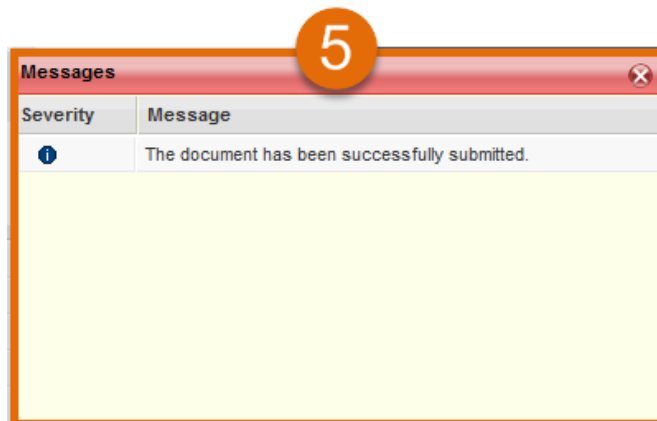
EMPLOYEE SELF SERVICE (ESS) USER GUIDE

- To modify the Emergency Contact Information, select the emergency contact, and repeat steps 3-6 of **Interactions #1: To Insert an Emergency Contact**.

First Name	Last Name	Relationship	Phone	Email	Delete Line	Copy Line
BOB	MATT		8317779090			

[Add Emergency Contact](#)

- An automatic confirmation message will appear





EMPLOYEE SELF SERVICE (ESS) USER GUIDE

- The employee can view the status of their document by clicking on the **Home** tab and locating the MYEMER document in their **Welcome!** widget.

CGI Advantage

6 Home Time and Leave Compensation Benefits

Welcome!

HPWEL - Welcome ! Choose a link below to view your information or to make updates to your profile information.

[View Profile](#) [Update Emergency Contact](#)

[Update Address](#) [Process Name Change](#) [View Licenses and Certifications](#)

Notifications

Date	Type	Message	URL	Delete
10/19/2017	Alert	ESS Employee Emergency Contact Document 07251700000000000045 has been approved and processed success More		

6



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Employee Name Change

Interaction #1: To Update Name

Description: For an employee to update their name in the system.

1. On the **Home** tab, navigate to the **Welcome!** widget and select **Process Name Change**.
2. The **Process Name Change** widget will appear.

The screenshot shows the ESS system interface. At the top, there are navigation tabs: Home, Time and Leave, Compensation, and Benefits. The 'Home' tab is selected, and a red box with a '1' highlights it. Below the navigation tabs, there is a 'Welcome!' widget. A red box with a '1' highlights the 'Process Name Change' link in the 'Welcome!' widget. A second red box with a '2' highlights the 'Process Name Change' dialog box that appears. The dialog box contains the following fields: Name Change Reason (with a pick list arrow), New Prefix, New First Name, New Middle Name, New Last Name, and New Suffix. There is also an 'Add Attachment' field with a 'Browse...' button. At the bottom of the dialog box are 'Submit' and 'Cancel' buttons.

3. Use the pick list arrow for **Name Change Reason** to select the appropriate option.

The screenshot shows the 'Choose' dialog box for selecting a Name Change Reason. It has a 'Browse Clear' link at the top. Below that are two input fields: 'Name Change Reason' and 'Short Description'. A red box with a '3' highlights a table of options. The table has the following data:

	Name Change Reason	Short Description
Select	CORR	CORRECTION
Select	CRTPT	COURT PETITION
Select	DIVRC	DIVORCE
Select	MARGE	MARRIAGE

At the bottom of the table are 'Cancel', 'First', 'Previous', 'Next', and 'Last' buttons.



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

- If applicable, use the pick list arrow for **New Prefix** and **New Suffix** to select the appropriate option.

Process Name Change

HPNC - Enter information for your name change in the fields below.

Name Change Reason : CORRECTION

New Prefix :

* New First Name:

New Middle Name:

* New Last Name:

New Suffix:

Add Attachment: Browse...

Submit Cancel

- Insert the applicable information:
 - New First Name** (if no changes are needed, insert current first name)
 - New Middle Name**
 - New Last Name** (if no changes are needed, insert current last name)
- To add an attachment, click **Browse** next to **Add Attachment** to upload a PDF copy of appropriate documentation to support the change; i.e. new Social Security card, marriage certificate, etc. (Name should match the Social Security card)
- Review/confirm all information and click **Submit**.

Process Name Change

HPNC - Enter information for your name change in the fields below.

Name Change Reason : CORRECTION

New Prefix :

* New First Name:

New Middle Name:

* New Last Name:

New Suffix:

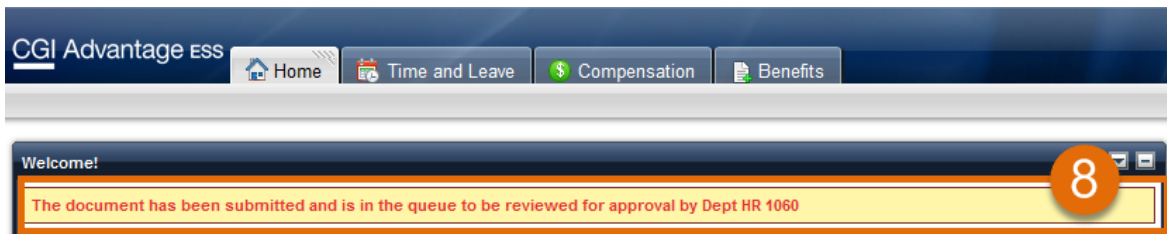
Add Attachment: Browse...

Submit Cancel



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

8. Message will appear on the **Welcome!** widget stating that the document is pending approval





Timesheet Submittal for a Positive Paid Employee

- Deadlines for submitting timesheets vary by department. Your timekeeper can inform you of these deadlines.
- All employees are responsible for submitting an accurate timesheet that adheres to:
 - Their bargaining unit's Memorandum of Understanding (MOU).
 - The Payroll Time and Leave Report Policy.
 - The Personnel Policies and Practices Resolution (PPPR).
- Employees should submit timesheets in advance before leaving on vacation or other approved time away from the office.
- Upon submission, a timesheet will electronically workflow to the employee's supervisor for approval or rejection due to errors. If rejected, the employee is responsible for correcting the timesheet and resubmitting it before his/her department's timesheet deadline.
- Supervisors are responsible for reviewing the accuracy of employees' timesheets and approving them before his/her department's deadline.
- Supervisors who will not be available to approve timesheets are responsible for informing their timekeeper. Timekeepers will reroute the impacted timesheets to a back-up supervisor.
- Adjustments made after a timesheet is approved are submitted by department timekeepers. The timesheet adjustment (TADJ) workflows to the employee's supervisor then to the Auditor-Controller's Office for approval.
- Each department has a process to accommodate situations when employees are not available to submit their timesheets. It is important for you to understand and adhere to this process.

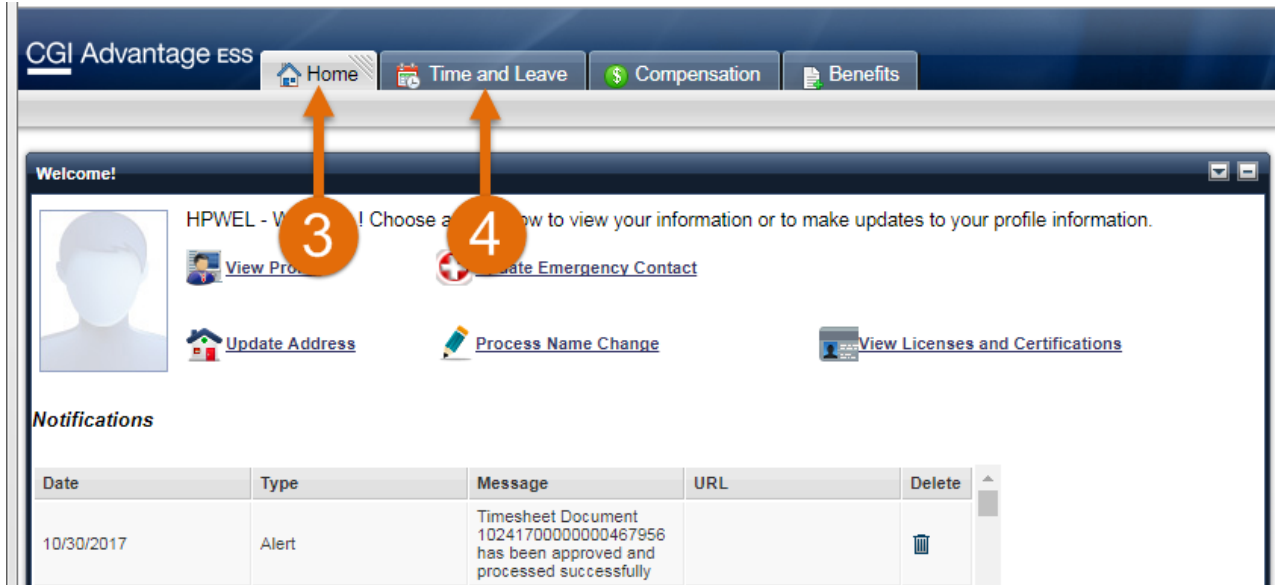


EMPLOYEE SELF SERVICE (ESS) USER GUIDE

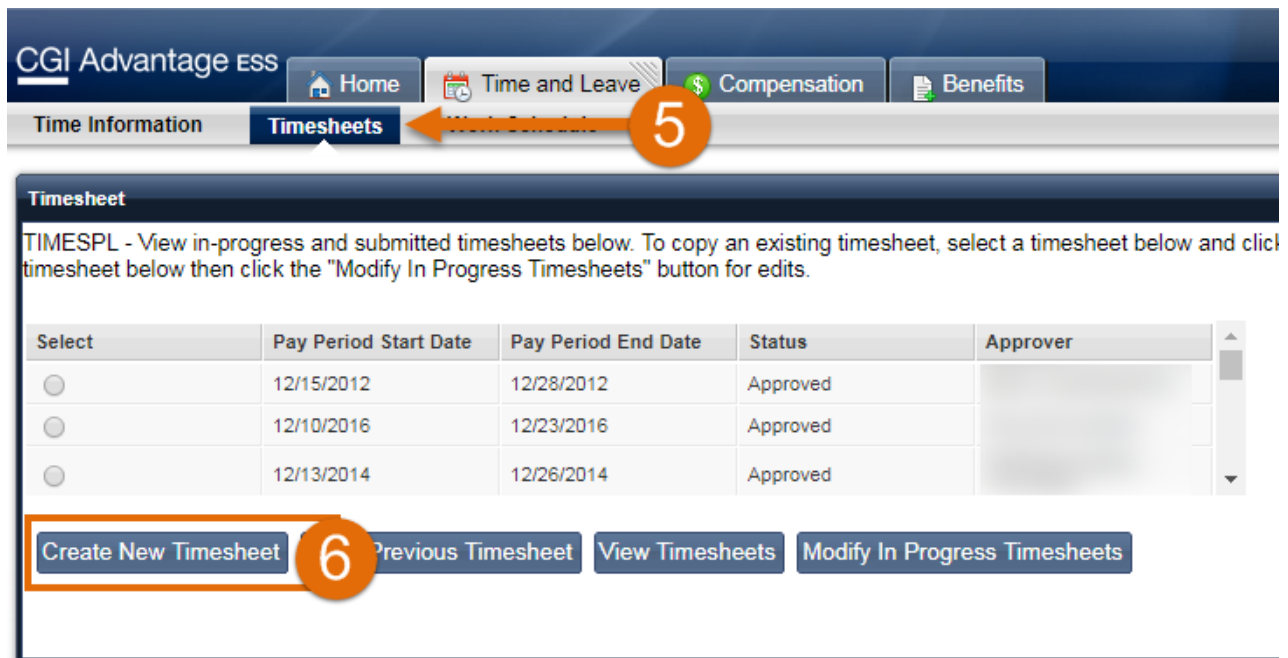
Interaction #1: Timesheet Submittal for an Hourly Employee

Description: For an Hourly Employee to complete a timesheet

1. Click the **Time and Leave** link.



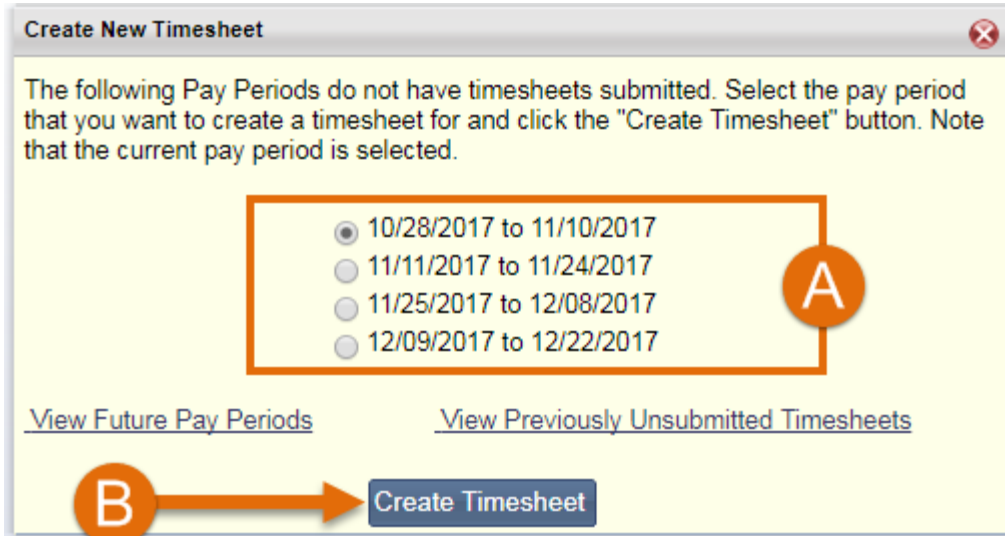
2. Click the **Timesheets** sub-tab.
3. Click **Create New Timesheet**.



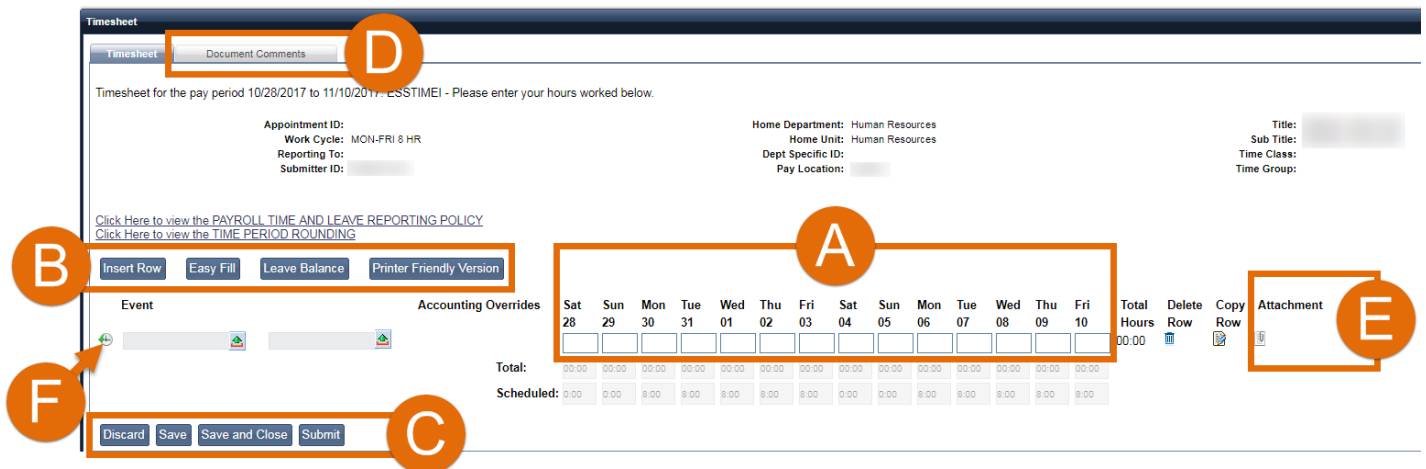


EMPLOYEE SELF SERVICE (ESS) USER GUIDE

4. A new window displaying pay periods will appear:
 - A. Select the appropriate pay period.
 - B. Click **Create Timesheet**.



5. New Features:
 - A. Your timesheet for the entire pay period is on *one* page.
 - B. The **Insert Row**, **Easy Fill**, **Leave Balance** and **Printer Friendly Version** links are in a *new* location.
 - C. There are new features and options when completing your timesheet: **Discard**, **Save**, **Save and Close** and **Submit**.
 - D. **Document Comments** is now available.
 - E. There is a link for employees to upload **Attachments**.
 - F. Notice the *new* location for the **Clock**.





EMPLOYEE SELF SERVICE (ESS) USER GUIDE

- Click on the Event Pick List to choose an Event Type.

Timesheet

Document Comments

Timesheet for the pay period 10/28/2017 to 11/10/2017. ESSTIMEI - Please enter your hours worked below.

Appointment ID: _____
Work Cycle: MON-FRI 8 HR
Reporting To: _____
Submitter ID: _____

Home Department: Human Resources
Home Unit: Human Resources
Dept Specific ID: _____
Pay Location: _____

Title: _____
Sub Title: _____
Time Class: _____
Time Group: _____

[Click Here to view the PAYROLL TIME AND LEAVE REPORTING POLICY](#)
[Click Here to view the TIME PERIOD ROUNDING](#)

[Insert Row](#) [Easy Fill](#) [Leave Balance](#) [Printer Friendly Version](#)

Event	Accounting Overrides										Total Hours	Delete Row	Copy Row	Attachment			
	Sat 28	Sun 29	Mon 30	Tue 31	Wed 01	Thu 02	Fri 03	Sat 04	Sun 05	Mon 06							
<input type="text"/>	<input type="text"/>	<input type="text"/>	08:00	08:00	08:00	08:00	08:00	<input type="text"/>	<input type="text"/>	08:00	08:00	08:00	08:00	80:00			
Total:	00:00	00:00	8:00	8:00	8:00	8:00	8:00	00:00	00:00	8:00	8:00	8:00	8:00				
Scheduled:	0:00	0:00	8:00	8:00	8:00	8:00	8:00	0:00	0:00	8:00	8:00	8:00	8:00				

[Discard](#) [Save](#) **9** [se](#) [Submit](#)

- Choose "HRPAY" as the Event Type.

Choose

[Browse](#) [Clear](#)

Event Type : *HR* From : _____

Short Description : _____

	Event Type	From	Short Description	
Select	HRCMP	01/21/2017	COMP HOURS WKD	
Select	HRPAY	06/24/2017	PAY HOURS WKD	10

[Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

- At the **Timesheet** details page, either click the **Easy Fill** button to populate your timesheet with your scheduled work hours and any holiday hours that occurred during the pay period or manually fill in the hours you worked for the pay period. (Holiday hours, if any, will be highlighted in blue.)

Timesheet

Document Comments

Timesheet for the pay period 10/28/2017 to 11/10/2017. ESSTIMEI - Please enter your hours worked below.

Appointment ID:
 Work Cycle: MON-FRI 8 HR
 Reporting To:
 Submitter ID:

Home Department: Human Resources
 Home Unit: Human Resources
 Dept Specific ID:
 Pay Location:

Title:
 Sub Title:
 Time Class:
 Time Group:


[Click Here to view the PAYROLL TIME AND LEAVE REPORTING POLICY](#)
[Click Here to view the TIME PERIOD ROUNDING](#)

Insert Row Easy Fill Leave Balance Printer Friendly Version

Event Accounting Overrides

	Sat 28	Sun 29	Mon 30	Tue 31	Wed 01	Thu 02	Fri 03	Sat 04	Sun 05	Mon 06	Tue 07	Wed 08	Thu 09	Fri 10	Total Hours	Delete Row	Copy Row	Attachment
			08:00	08:00	08:00	08:00	08:00			08:00	08:00	08:00	08:00	08:00	80:00			
Total:	00:00	00:00	8:00	8:00	8:00	8:00	8:00	00:00	00:00	8:00	8:00	8:00	8:00	8:00				
Scheduled:	0:00	0:00	8:00	8:00	8:00	8:00	8:00	0:00	0:00	8:00	8:00	8:00	8:00	8:00				

Discard Save Save and Close Submit





EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Interaction #2: Entering Leave

Description: For entering time away from the office.

You have now accessed your timesheet and populated it. Now, proceed to enter leave time taken during the pay period, such as sick or vacation. If you did not take any leave time during this pay period, refer to **Interaction #7 on Page 40**.

1. Click **Insert Row** to enter in leave time.
2. Click on the picklist to select the leave event associated with the leave time for this pay period.

Hint #1: If you are unsure of your current leave balances, click the **Leave Balance** button in the upper-right corner of the Timesheet Details page.

Timesheet

Timesheet Document Comments

Timesheet for the pay period 10/28/2017 to 11/10/2017. ESSTIMEI - Please enter your hours worked below.

Appointment ID:
Work Cycle: MON-FRI 8 HR
Reporting To:
Submitter ID: 0000031543

Insert Row Easy Fill Leave Balance Printer Friendly Version

Event Accounting Overrides

Total:

3. Type part of the leave event into the **Short Description** field, encapsulated in asterisks then click **Search** (e.g., *ANNUAL*), or



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

- Click the **Next** button repeatedly until you locate the leave event type.
- Click **Select** to populate the intended leave type.

Hint #2: To assist your search efforts, use asterisks (*) as wildcard characters.

Hint #3: To see a list of the most frequently used leave events, enter U* in the **Short Description** field then click **Browse**.

Choose ✕

[Browse](#) [Clear](#)

Event Type : From :

Short Description : 3 ←

	Event Type	From	Short Description	
Select	BKHOL	01/01/1900	BANK HOLDY COMP	
Select	DISLV	01/01/1900	CA ST DIS INS	
Select	FMBY2	01/01/1900	FM/CFRA BBY VAC	
Select	FMBY4	01/01/1900	FM/CFRA BBY SCK	
Select	FMCMP	01/01/1900	FMLA USE COMP	5
Select	FMLA	01/01/1900	FMLA LEAVE	
Select	FMLC2	01/01/1900	FM/ML CRGVR VAC	
Select	FMLC4	01/01/1900	FM/ML CRGVR SCK	
Select	FMLC5	01/01/1900	FM/ML CRGVR CMP	
Select	FMLX2	01/01/1900	FM/MIL EXGN VAC	

[Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)

4 ↑



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

- At the Timesheet Details page, enter the number of leave hours in the respective date column for the leave type then delete those hours from the same day's HRPAY time row.

Note: The example below illustrates an hourly employee who used 8:00 hours Annual Leave on Monday and Tuesday during week 1 of the pay period.

Timesheet for the pay period 09/02/2017 to 09/15/2017. ESSTIMEI - Please enter your hours worked below.

Appointment ID: [redacted]
Work Cycle: MON-FRI 8 HR
Reporting To: [redacted]
Submitter ID: [redacted]

Home Department: Human Resources
Time Unit: [redacted]
Specific ID: [redacted]
Position: [redacted]

Buttons: Insert Row, Easy Fill, Leave Balance, Printer Friendly Version

Event	Accounting Overrides	Sat 02	Sun 03	Mon 04	Tue 05	Wed 06	Thu 07	Fri 08	Sat 09	Sun 10	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15
PAY HOURS WKD	[redacted]					08:00	08:00	08:00			08:00	08:00	08:00	08:00	08:00
USE ANNUAL LEA	[redacted]			08:00	08:00										
Total:		00:00	00:00	8:00	8:00	8:00	8:00	8:00	00:00	00:00	8:00	8:00	8:00	8:00	8:00
Scheduled:		0:00	0:00	0:00	8:00	8:00	8:00	8:00	0:00	0:00	8:00	8:00	8:00	8:00	8:00

Buttons: Discard, Save, Save and Close, Submit

- Repeat steps 1 through 6 for any additional leave types you need to enter for this pay period.



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Interaction #3: Using Pay Override Codes on a Timesheet

Description: For an employee to use override codes

Some departments will ask employees to “charge” hours to certain projects, programs, grants, etc. This is done by override codes on the timesheet for the hours that need to be charged.

- In ESS, an employee will only see the override codes that he/she is permitted to use. Each code will have a brief description to help identify it.
 - A new “time row” must be inserted for each override code used on a timesheet.
1. Click **Insert Row** for each override code used on a timesheet.
 2. Click on **Event** and Select the appropriate **Event**.
 3. Click on the **Accounting Override Picklist** and a browser page will appear. Select the appropriate override code.

Note: The example below illustrates an employee charging time to a single override code (310C). The hours associated with this override code will be charged to its preset internal accounting structure. The remaining hours not associated with the override code will be charged to the employee’s regular department and unit.

Timesheet

Timesheet for the pay period 09/02/2017 to 09/15/2017. ESSTIMEI - Please enter your hours worked below.

Appointment ID: [blank]
Work Cycle: MON-FRI 8 HR
Reporting To: [blank]
Submitter ID: 0000031543

Home Department: Human Resources
Home Unit: Training
Dept Specific ID: [blank]
Pay Location: 106001

Buttons: Insert Row, Easy Fill, Leave Balance, Printer Friendly Version

Event: [blank]

Table: PAY HOURS WKD

Buttons: Discard, Save, Save a, Submit

Choose Dialog:

Override Code: '31' x Short Description: [blank]

Select	Override Code	Short Description
Select	310C	ERP UPGRADE
Select	310NC	ERP UPGRADE

Buttons: Cancel, First Previous Next Last



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Interaction #4: Entering Overtime on Your Timesheet

Description: Entering overtime on a timesheet for an Hourly Employee

Entering overtime in your timesheet is done at the Timesheet Details page. There are two ways to enter overtime: A) use the HRCMP event if you want your overtime hours credited to your compensatory time bank, or B) use the HRPAY event if you want your overtime hours paid out.

Choose

[Browse](#) [Clear](#)

Event Type: From:

Short Description:

	Event Type	From	Short Description
Select	HRCMP	01/21/2017	COMP HOURS WKD
Select	HRPAY	06/24/2017	PAY HOURS WKD

[Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)

1. Click **Insert Row** to enter the overtime hours.
2. Click on the picklist to choose the **Event** type for how you will enter your hours worked.

Note: The example below illustrates an employee entering overtime on Saturday of week. This will result in the employee being paid at an overtime rate in excess of an employee's work period.

Timesheet

Timesheet for the pay period 10/14/2017 to 10/27/2017. ESSTIMEI - Please enter your hours

Appointment ID:
Work Cycle: MON-FRI 8 HR
Reporting To:
Submitter ID:

[Click Here to view the PAYROLL TIME AND LEAVE REPORTING POLICY](#)
[Click Here to view the TIME PERIOD ROUNDING](#)

[Insert Row](#) [Easy Fill](#) [Leave Balance](#) [Printer Friendly Version](#)

Event	Accounting Overrides	Sat	Sun	Mon	Tue
		14	15	16	17
<input type="text" value="PAY HOURS WKD"/>	<input type="text"/>	04:00		08:00	08:00
Total:		4:00	00:00	8:00	8:00
Schedule:		0:00	0:00	8:00	8:00

[Discard](#) [Save](#) [Save and Close](#) [Submit](#)



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Interaction #5: Entering Shift Differentials on the Timesheet

Some employees are entitled to shift differentials depending on actual time hours worked per their MOU. These employees will use the **Time In/Time Out** feature of the timesheet.

1. Click **Insert Row** to enter Shift Differentials on the timesheet.
2. Click the picklist to choose the appropriate **Event** type (should be NTPAY or NTCMP).

The screenshot shows the 'Timesheet' application interface. A red circle with the number '1' points to the 'Insert Row' button. A second red circle with the number '2' points to the 'Choose' dialog box, which is open and displays a list of event types. The 'Choose' dialog has a search field for 'Event Type' and 'From'. The list includes:

Select	Event Type	From	Short Description
Select	NTCLB	01/01/2009	NT EE CALL BK 2
Select	NTCMP	01/21/2017	NT COMP HRS WKD
Select	NTHWK	01/21/2017	NT EE HOLDY WRK
Select	NTPAY	06/24/2017	NT PAY HRS WKD

3. Click the **Clock** icon for Hours Entry window to appear.
4. Enter the hours using Military Time.

Note: If leave is taken during the week, a new "time row" must be added to the timesheet for the appropriate leave event (e.g., vacation, sick).

The screenshot shows the 'Timesheet' application interface with the event list and the 'Enter Time In/Time Out' dialog box. A red circle with the number '3' points to the 'Clock' icon in the event list. A second red circle with the number '4' points to the 'Enter Time In/Time Out' dialog box, which is open and displays a grid for entering time in/out for Saturday and Sunday.

Event	Accounting Overrides	Sat 14	Sun 15	Mon 16	Tue 17	Wed 18	Thu 19	Fri 20	Sat 21	Sun 22	Mon 23	Tue 24	Wed 25	Thu 26	Fri 27	Total Hours	Delete Row	Copy Row	Attachment
PAY HOURS WKD																00:00			
NT PAY HRS WKD																00:00			
Total:		00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	80:00			
Scheduled:		0:00	0:00	8:00	8:00	8:00	8:00	8:00	0:00	0:00	8:00	8:00	8:00	8:00	8:00				

The 'Enter Time In/Time Out' dialog box shows the following data:

Sat-14		Sun-15	
In	Out	In	Out
18:00	24:00	00:01	06:00
	6:00		00:00



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Interaction #7: Copy a Timesheet

Description: For an employee to copy a previous timesheet

1. Select **Time and Leave** on the Home Page.

CGI Advantage ess

Home Time and Leave Compensation Benefits

Welcome!

HPWEL - Welcome ! Choose a link below to view your information or to make updates to your profile information.

- [View Profile](#)
- [Update Emergency Contact](#)
- [Password Management](#)
- [Update Address](#)
- [Process Name Change](#)
- [View Licenses and Certifications](#)

Notifications

Date	Type	Message	URL	Delete
02/23/2018	Alert	Timesheet Document 0104180000001281796 has been approved and processed successfully		
02/11/2018	Alert	Timesheet Document 0104180000001281796 has been approved and processed successfully		
		Timesheet Document 0104180000001281796		

Quick Links



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

- To copy a previous timesheet, select any previous using the radio buttons in the grid by clicking on the radio button under **Select**.
- Click **Copy Previous Timesheet**.
- To browse for archived timesheets, use the navigation arrow on the right side to find the appropriate timesheet.

CGI Advantage ess

Home Time and Leave Compensation Benefits

Time Information **Timesheets** Work Schedule

Timesheet

TIMESPL - View in-progress and submitted timesheets below. To copy an existing timesheet, select a timesheet below and click the "Modify In Progress Timesheets" button for edits.

Select	Pay Period Start Date	Pay Period End Date	Status	Approver
<input checked="" type="radio"/>	12/23/2017	01/05/2018	Approved	kutty,maiju
<input type="radio"/>	12/09/2017	12/22/2017	Approved	PAPURELLO,MARIA
<input type="radio"/>	11/25/2017	12/08/2017	Approved	PALACIO,SANDY

Create New Timesheet **Copy Previous Timesheet** View Timesheets Modify In Progress Timesheets

- Select the pay period for which you would like to create a timesheet and click **Create Timesheet** button.

Create New Timesheet

The following Pay Periods do not have timesheets submitted. Select the pay period that you want to create a timesheet for and click the "Create Timesheet" button. Note that the current pay period is selected.

- 01/06/2018 to 01/19/2018
- 01/20/2018 to 02/02/2018
- 02/03/2018 to 02/16/2018
- 02/17/2018 to 03/02/2018

[View Future Pay Periods](#) [View Previously Unsubmitted Timesheets](#)

Create Timesheet



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

- 6. Copied timesheets are populated with the Event and Override Codes from the timesheet which was copied.

Note: No hours (leave or pay) are copied forward.

Timesheet

Timesheet for the pay period 02/17/2018 to 03/02/2018. ESSTIMEI - Please enter your hours worked below.

Appointment ID: _____ Home Department: Auditor
 Work Cycle: MON-FRI 8 HR Home Unit: Systems Mgmt
 Reporting To: _____ Dept Specific ID: _____
 Submitter ID: 0000010134 Pay Location: 111001

[Click Here to view the PAYROLL TIME AND LEAVE REPORTING POLICY](#)
[Click Here to view the TIME PERIOD ROUNDING](#)

Insert Row Easy Fill Leave Balance Printer Friendly Version

Event	Accounting Overrides	Sat 17	Sun 18	Mon 19	Tue 20	Wed 21	Thu 22	Fri 23	Sat 24	Sun 25	Mon 26	Tue 27	Wed 28	Thu 01	Fri 02	Total Hours	Delete Row	Copy Row	Attachment
EXEMPT HOURS	ERP UPGRADE															00:00			
HOLIDAY PAY																00:00			
USE ECO RECESS																00:00			
Total:		00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			
Scheduled:		0:00	0:00	0:00	8:00	8:00	8:00	8:00	0:00	0:00	8:00	8:00	8:00	8:00	8:00	72:00			

Discard Save Save and Close Submit



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Interaction #8: Modify a Timesheet

Description: For an employee to modify an incomplete timesheet

7. To modify a saved timesheet, select the applicable timesheet by clicking on the radio button under **Select**.
8. Click **Modify In Progress Timesheets**.
9. The timesheet will be opened, allowing you to make the necessary changes. Only timesheets that have not yet been submitted, or ones that have been submitted but were rejected, can be modified.
10. To browse for archived timesheets, use the navigation arrow on the right side to find the appropriate timesheet.

CGI Advantage ESS

Home Time and Leave Compensation Benefits

Time Information **Timesheets** Work Schedule

Timesheet

SPL - View in-progress and submitted timesheets below. To copy an existing timesheet, select a timesheet below and click the "Copy Previous Timesheet" button below then click the "Modify In Progress Timesheets" button for edits.

Select	Pay Period Start Date	Pay Period End Date	Status	Approver
<input checked="" type="radio"/>	09/02/2017	09/15/2017	In Progress	
<input type="radio"/>	08/24/2013	09/06/2013	Approved	
<input type="radio"/>	09/03/2016	09/16/2016	Approved	

Create New Timesheet Copy Previous Timesheet View Timesheets Modify In Progress Timesheets



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Interaction #7: Submit a Timesheet

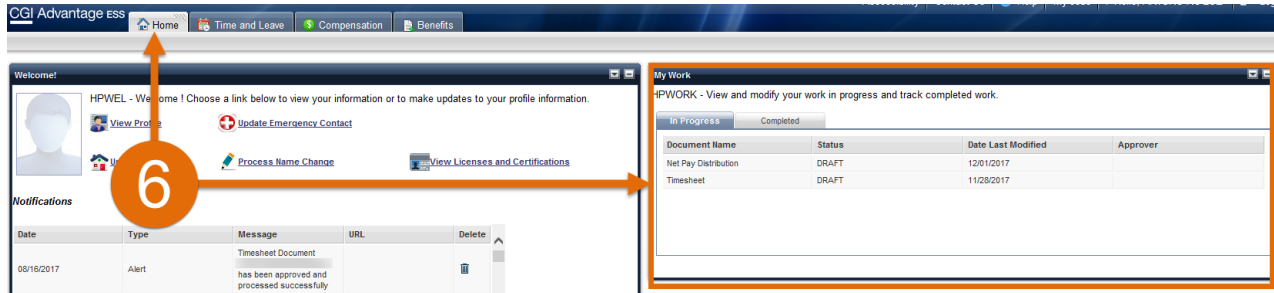
Description: For an employee to submit a Timesheet

1. To Submit a timesheet, click **Submit**. A timesheet box will appear to certify the accuracy of the timesheet.
2. Insert comments as applicable in the **Comments** field.
3. Click **Submit**. You will then receive a pop up message that allows you to enter any comments or finalize the submission process.



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

- The system will validate your timesheet and display error messages or a message indicating its successful submission.
- Your timesheet will workflow to your supervisor then to your department timekeeper for approval.
- The status of your timesheet is available on the **Home** tab, under **My Work** widget.



Timesheet Details Buttons

- Discard** – Discards all changes and returns you to the timesheet roster. All changes will be lost as the draft timesheet will be deleted. You will need to create a new timesheet for the pay period
- Save** – Saves the data and allows you to continue working on the timesheet
- Save and Close** – Saves your changes, closes the timesheet and returns you to the Timesheet roster. You can return to this timesheet at a later date to continue with your changes
- Submit** – Sends the timesheet for approval. Once submitted, the timesheet cannot be modified unless it is rejected.



Timesheet Submittal for an Exception Paid Employee

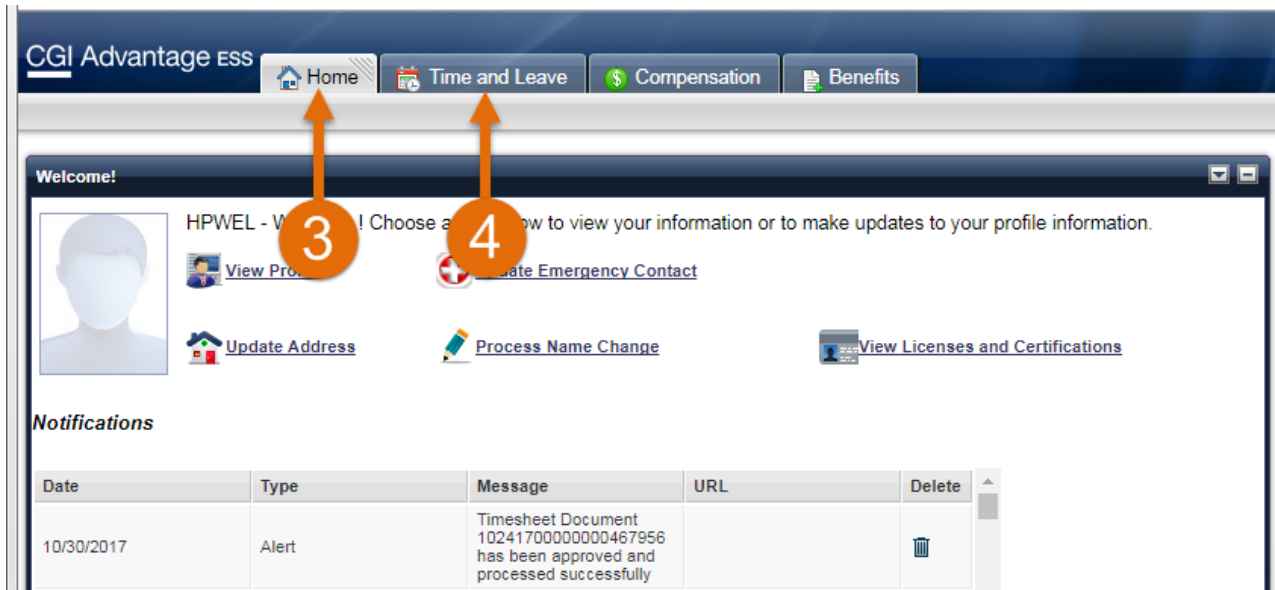
Interaction #1: Timesheet Submittal for an *Exception* Employee

Description: For an exempt employee to complete a timesheet

Note: Exempt employees who work less than 1.0 FTE must enter their hours in the same manner as a positive-pay employee. (**See Page #27**)

- Timesheets for exempt employees are exception-based. This means an exempt employee only enters the exceptions to his/her regular schedule into his/her timesheet (i.e., holiday time and leave time).
- Upon submission, a timesheet will electronically workflow to the employee's supervisor for approval or rejection due to errors. If rejected, the employee is responsible for correcting the timesheet and resubmitting it before his/her department's timesheet deadline.

1. Navigate to and click the **Time and Leave** tab.





EMPLOYEE SELF SERVICE (ESS) USER GUIDE

2. Click the **Timesheets** sub-tab.
3. Click the **Create New Timesheet** button.

CGI Advantage ess

Home Time and Leave Compensation Benefits

Time Information **Timesheets**

5

Timesheet

TIMESPL - View in-progress and submitted timesheets below. To copy an existing timesheet, select a timesheet below and click timesheet below then click the "Modify In Progress Timesheets" button for edits.

Select	Pay Period Start Date	Pay Period End Date	Status	Approver
<input type="radio"/>	12/15/2012	12/28/2012	Approved	
<input type="radio"/>	12/10/2016	12/23/2016	Approved	
<input type="radio"/>	12/13/2014	12/26/2014	Approved	

6

Create New Timesheet Previous Timesheet View Timesheets Modify In Progress Timesheets

4. A new screen displaying pay period:
 - A. Select the appropriate pay period.
 - B. Click **Create Timesheet**.

Create New Timesheet

The following Pay Periods do not have timesheets submitted. Select the pay period that you want to create a timesheet for and click the "Create Timesheet" button. Note that the current pay period is selected.

- 10/28/2017 to 11/10/2017
- 11/11/2017 to 11/24/2017
- 11/25/2017 to 12/08/2017
- 12/09/2017 to 12/22/2017

A

[View Future Pay Periods](#) [View Previously Unsubmitted Timesheets](#)

B Create Timesheet



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

5. New Features:

- A. Your timesheet for the entire pay period is on *one* page.
- B. The **Insert Row**, **Easy Fill**, **Leave Balance**, and **Printer Friendly Version** links are in a *new* location.
- C. There are new features and options when completing your timesheet: **Discard**, **Save**, **Save and Close** and **Submit**.
- D. **Document Comments** is now available.
- E. Employee can now attach documents under **Attachment**.
- F. Notice the *new* location for the **Clock**.

The screenshot shows the 'Timesheet' page for the pay period 10/28/2017 to 11/10/2017. Callout A points to the main timesheet table with columns for days of the week and dates. Callout B points to the 'Insert Row', 'Easy Fill', 'Leave Balance', and 'Printer Friendly Version' buttons. Callout C points to the 'Discard', 'Save', 'Save and Close', and 'Submit' buttons at the bottom. Callout D points to the 'Document Comments' tab. Callout E points to the 'Attachment' icon. Callout F points to the 'Event' input field.

- 6. At the Timesheet Details page, click the **Easy Fill** button to populate your timesheet with any holiday time that occurred during the pay period.

This screenshot is similar to the previous one but highlights the 'Easy Fill' button with a callout labeled '9'. The 'Easy Fill' button is located between the 'Insert Row' and 'Leave Balance' buttons.



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

7. Proceed with one of the following:
 - A. Click **Save** and **Submit** if the timesheet is complete
 - B. Click **Save and Close** if the timesheet is not ready for submission
 - C. Click **Discard** to trash the timesheet and start over.

The screenshot shows the 'Timesheet' application interface. At the top, there are tabs for 'Timesheet' and 'Document Comments'. Below the tabs, a message reads: 'Timesheet for the pay period 10/28/2017 to 11/10/2017. ESSTIMEI - Please enter your hours worked below.' To the right of this message are fields for 'Appointment ID', 'Work Cycle: MON-FRI 8 HR', 'Reporting To', and 'Submitter ID'. Further right are fields for 'Home Department: Human Resources', 'Home Unit: Human Resources', 'Dept Specific ID', and 'Pay Location'. On the far right, there are fields for 'Title:', 'Sub Title:', 'Time Class:', and 'Time Group:'. Below these fields are two links: 'Click Here to view the PAYROLL TIME AND LEAVE REPORTING POLICY' and 'Click Here to view the TIME PERIOD ROUNDING'. There are four buttons: 'Insert Row', 'Easy Fill', 'Leave Balance', and 'Printer Friendly Version'. Below these buttons are three large orange circles labeled 'C', 'B', and 'A'. Circle 'C' has an arrow pointing to the 'Discard' button. Circle 'B' has an arrow pointing to the 'Save and Close' button. Circle 'A' has an arrow pointing to the 'Save' button. The main area contains a table with columns for days of the week (Sat 28, Sun 29, Mon 30, Tue 31, Wed 01, Thu 02, Fri 03, Sat 04, Sun 05, Mon 06, Tue 07, Wed 08, Thu 09, Fri 10) and a 'Total Hours' column. The 'Total Hours' column shows '80:00'. To the right of the table are buttons for 'Delete Row', 'Copy', and 'Attachment'. A large orange circle labeled '10' is positioned over the 'Total Hours' column. Below the table are buttons for 'Discard', 'Save', 'Save and Close', and 'Submit'.

Accounting Overrides	Sat 28	Sun 29	Mon 30	Tue 31	Wed 01	Thu 02	Fri 03	Sat 04	Sun 05	Mon 06	Tue 07	Wed 08	Thu 09	Fri 10	Total Hours	Delete Row	Copy	Attachment
			08:00	08:00	08:00	08:00	08:00			08:00	08:00	08:00	08:00	08:00	80:00			
Total:	08:00	00:00	8:00	8:00	8:00	8:00	8:00	00:00	00:00	8:00	8:00	8:00	8:00	8:00				
Scheduled	0:00	0:00	8:00	8:00	8:00	8:00	8:00	0:00	0:00	8:00	8:00	8:00	8:00	8:00				



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Interaction #2: Entering Leave

Description: For entering time away from the office.

Enter leave time taken during the pay period, such as Annual Leave.

1. Click **Insert Row** to enter leave time.
2. Click on the picklist to select the leave event associated with the leave time for this pay period.

Hint #1: If you are unsure of your current leave balances, click the **Leave Balance** button in the upper-right corner of the Timesheet Details page.

The screenshot shows a web interface with several buttons: 'Insert Row', 'Leave Balance', and 'Printer Friendly Version'. Below these is a table with columns for 'Event', 'Accounting Overrides', and days of the week (Sat 02, Sun 03, Mon 04). A picklist is visible in the 'Event' column, and a red circle with the number 2 points to it. A red circle with the number 1 points to the 'Insert Row' button.

3. Type part of the leave event into the **Short Description** field, encapsulated in asterisks then click **Browse** (e.g., *ANNUAL*).
4. Click the **Next** button repeatedly until you locate the leave event type.
5. Click **Select** to populate the intended leave type.

The 'Choose' dialog box has a search area with 'Event Type' and 'From' fields. The 'Short Description' field contains '*ANNUAL*' with a red circle 3 pointing to it. Below is a table with columns for 'Event Type', 'From', and 'Short Description'. The row for 'UANLV' is highlighted with a red circle 5. At the bottom, there are navigation buttons: 'Cancel', 'First', 'Previous', 'Next', and 'Last', with a red circle 4 pointing to the 'Next' button.

	Event Type	From	Short Description
Select	FMCMP	01/01/1900	FMLA USE COMP
Select	FMPD2	01/01/1900	FMLA/PDL US VAC
Select	HRPAY	06/24/2017	PAY HOURS WKD
Select	UALVC	10/18/2014	USE ANN LV VAC
Select	UANLV	01/01/1900	USE ANNUAL LEAV

Hint #2: To assist your search efforts, use asterisks (*) as wildcard characters.

Hint #3: To see a list of the most frequently used leave events, enter U* in the **Short Description** field then click **Browse**.



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Interaction #3: Using Accounting Override Codes on a Timesheet

Description: For an employee to use override codes

Some departments will ask employees to “charge” hours to certain projects, programs, grants, etc. This is done by override codes on the timesheet for the hours that need to be charged.

- In ESS, an employee will only see the override codes that he/she is permitted to use. Each code will have a brief description to help identify it.
- A new “time row” must be inserted for each override code used on a timesheet.

1. Click on the **Picklist** and a page will appear.
2. Under **Override Code**, enter the appropriate code.

Note: The example below illustrates an employee charging time to a single override code (*310NC*). The hours associated with this override code will be charged to its preset, internal accounting structure. The remaining hours not associated with the override code will be charged to the employee’s regular department and unit.

The screenshot shows the 'Accounting Override' picklist interface. On the left, there are buttons for 'Insert Row', 'Easy Fill', 'Leave Balance', and 'Printer Friendly Version'. Below these are 'Event' and 'Accounting Override' fields. At the bottom left are 'Discard', 'Save', 'Save and Close', and 'Submit' buttons. A red circle with the number 1 points to the 'Accounting Override' button. On the right, there is a search bar for 'Override Code' with '*NC*' entered and a 'Short Description' field. Below is a table of override codes:

	Override Code	Short Description
Select	310NC	ERP UPGRADE
Select	310NC	ERP UPGRADE
Select	310NC	ERP UPGRADE
Select	310NC	ERP UPGRADE
Select	310NC	ERP UPGRADE
Select	310NC	310NC
Select	310NC	310NC
Select	310NC	310NC
Select	310NC	310NC
Select	PHNCL	PHONCALL

At the bottom of the table are 'Cancel', 'First', 'Previous', 'Next', and 'Last' navigation links. A red circle with the number 2 points to the '310NC' code in the second row of the table.



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Interaction #4: Modify a Timesheet

Description: For an employee to modify an incomplete timesheet

1. To modify a saved timesheet, select the applicable timesheet by clicking on the radio button under **Select**.
2. Click **Modify In Progress Timesheets**.
3. To browse for archived timesheets, use the navigation arrow on the right side to find the appropriate timesheet.

The screenshot shows the 'CGI Advantage ess' interface. The top navigation bar includes 'Home', 'Time and Leave', 'Compensation', and 'Benefits'. Below this, there are tabs for 'Time Information', 'Timesheets', and 'Work Schedule'. The 'Timesheets' tab is active. The main content area is titled 'Timesheet' and contains a table of timesheet entries. The table has columns for 'Select', 'Pay Period Start Date', 'Pay Period End Date', 'Status', and 'Approver'. The first row is highlighted in yellow and has a radio button selected. Below the table are four buttons: 'Create New Timesheet', 'Copy Previous Timesheet', 'View Timesheets', and 'Modify In Progress Timesheets'. Three callouts are present: '1' points to the radio button in the first row, '2' points to the 'Modify In Progress Timesheets' button, and '3' points to the navigation arrows on the right side of the table.

Select	Pay Period Start Date	Pay Period End Date	Status	Approver
<input checked="" type="radio"/>	09/02/2017	09/15/2017	In Progress	
<input type="radio"/>	08/24/2013	09/06/2013	Approved	
<input type="radio"/>	09/03/2016	09/16/2016	Approved	

Buttons: Create New Timesheet, Copy Previous Timesheet, View Timesheets, Modify In Progress Timesheets



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Interaction #5: Submit a Timesheet

Description: For an employee to submit a Timesheet

1. To Submit a timesheet, click **Submit**. A timesheet box will appear to certify the accuracy of the timesheet.
2. Insert comments as applicable in the **Comments** field.
3. Click **Submit**.

CGI Advantage ess

Home Time and Leave Compensation Benefits

Time Information **Timesheets** Work Schedule

Timesheet

Timesheet Document Comments

Timesheet for the pay period 09/02/2017 to 09/15/2017. ESSTIMEI - Please enter your hours worked below.

Appointment ID:
Work Cycle: MON-FRI 8 HR
Reporting To:
Submitter ID:

[Click Here to view the PAYROLL TIME AND LEAVE REPORTING POLICY](#)
[Click Here to view the TIME PERIOD ROUNDING](#)

Insert Row Easy Fill Leave Balance

Event Accounting Ov

Discard Save Save and Close **Submit**

Timesheet Submission

Timesheet Submission - I certify by clicking the "Submit" button below that the entered information is correct and accurately reflects my time and leave used during this pay period.

Comments

1 **2** **3**

Submit Go Back To Timesheet

Sun 10 00:00 0:00



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

- The system will validate your timesheet and display error messages or a message indicating its successful submission.
- Your timesheet will workflow to your supervisor then to your department timekeeper for approval.
- The status of your timesheet is available on the **Home** tab, under **My Work** widget.

The screenshot shows a web interface titled "My Work" with the subtitle "HPWORK - View and modify your work in progress and track completed work." There are two tabs: "In Progress" (selected) and "Completed". Below the tabs is a table with the following data:

Document Name	Status	Date Last Modified	Approver
Net Pay Distribution	DRAFT	12/01/2017	
Timesheet	DRAFT	11/28/2017	

An orange circle with the number "6" is overlaid on the "Timesheet" row, highlighting it.



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Leave Request

Interaction #1: To Request Leave

Description: For an employee to request leave

1. Navigate to and select **Time and Leave** tab, located on the top navigation menu.
2. Within the **Leave Requests and Usage** widget, click the **Create Leave Request** button.
3. The **Leave Request** window will appear.
4. Use the pick list arrow **Leave Type** to select the applicable option.

The screenshot displays the CGI Advantage ESS interface. At the top, the navigation menu includes 'Time and Leave', 'Compensation', and 'Benefits'. The 'Time and Leave' tab is selected, indicated by a red circle with the number 1. Below the navigation, the 'Leave Requests and Usage' widget is visible, containing buttons for 'Create Leave Request' and 'View Leave Balance'. The 'Create Leave Request' button is highlighted with a red circle and the number 2. To the right, the 'Leave Balance Alerts [0]' widget shows 'No records found'. The 'Leave Request' modal window is open, showing the 'ESSREQ - Enter in the details of your leave request below.' form. The form includes a table with columns for 'Leave Type', 'Start Date', 'End Date', 'Delete Line', and 'Copy Line'. Below the table, there is an 'Add Line' button and a form with fields for 'Leave Type' (highlighted with a red circle and the number 4), 'Partial Day' (checkbox), 'Start Date', 'End Date', 'Amount', and 'Comments'. A 'Submit' button is located at the bottom of the modal.



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

5. To request a partial day leave, click the **Partial Day** checkbox.
 - A. Additional fields will appear

The screenshot shows the 'Leave Request' form with the following fields and annotations:

- Leave Type:** [Dropdown menu]
- Partial Day:** (An orange arrow points to this checkbox with a circle containing the number 5.)
- *Start Date:** [Date picker]
- End Date:** [Date picker]
- Amount:** [Text input]
- Comments:** [Text area]
- *Start Time:** [Text input] (An orange box labeled 'A' encloses this and the *End Time field.)
- *End Time:** [Text input]
- Submit** button at the bottom.

6. Insert the following:
 - A. **Start Date**
 - B. **Start Time** and **End Time**
 - C. Under **Comments**, insert comments pertaining to this transaction.
7. To add additional partial day requests, click **Add Line** and repeat steps 4-6.

The screenshot shows the 'Leave Request' form with the following fields and annotations:

- Leave Type:** [Dropdown menu]
- Partial Day:** (An orange arrow points to this checkbox with a circle containing the number 7.)
- *Start Date:** [Date picker] (An orange arrow points to this field with a circle containing the letter A.)
- End Date:** [Date picker]
- Amount:** [Text input]
- Comments:** [Text area] (An orange box labeled 'C' encloses this field.)
- *Start Time:** [Text input] (An orange box labeled 'B' encloses this and the *End Time field.)
- *End Time:** [Text input]
- Submit** button at the bottom.



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

8. To request a full day leave, keep **Partial Day** checkbox unchecked.
9. Use the pick list arrow **Leave Type** to select the applicable option.
10. Insert the following:
 - A. **Start Date**
 - B. **End Date**
 - C. **Amount** (In hours)
 - D. Under **Comments**, insert comments pertaining to this transaction.

Leave Request ? X

ESSREQ - Enter in the details of your leave request below.

Leave Type	Start Date	End Date	Delete Line	Copy Line

[Add Line](#)

*Leave Type:

Partial Day:

*Start Date:

End Date:

Amount:

Comments:



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

- To add additional full day requests, click **Add Line** and repeat steps 8-10.
- Click **Submit**.

The screenshot shows a web browser window titled "Leave Request". At the top, it says "ESS" and "Enter in the details of your leave request below." Below this is a table with columns: "Leave Type", "Start Date", "End Date", "Delete Line", and "Copy Line". The "Delete Line" column contains a trash icon, and the "Copy Line" column contains a document icon. Below the table is a link labeled "Add Line" with a plus icon. To the right of the "Add Line" link are several form fields: "*Leave Type:" with a dropdown menu, "Partial Day:" with a checkbox, "*Start Date:" with a date picker, "End Date:" with a date picker, "Amount:" with a text input field, and "Comments:" with a large text area. At the bottom right of the form is a blue "Submit" button. An orange circle with the number "11" is placed over the "Add Line" link, with an arrow pointing to it. Another orange circle with the number "12" is placed over the "Submit" button.

- Message window will appear stating that the document is pending approval.

The screenshot shows a "Messages" window with a red header and a close button. It contains a table with two columns: "Severity" and "Message". The "Severity" column has an information icon (i), and the "Message" column contains the text: "The document has been submitted and is pending approval by [redacted]".



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

- 14. Submitted leave requests will appear in **Leave Requests and Usage**, under the **Submitted Leave Requests** tab.

The screenshot shows the 'Leave Requests and Usage' section of the CGI Advantage ESS system. It includes buttons for 'Create Leave Request' and 'View Leave Balance'. Below these are three tabs: 'Submitted Leave Requests' (highlighted), 'Approved Leave Requests', and 'Rejected Leave Requests'. A table displays the following data:

Leave Type	Start Date	End Date	Status	Approver	View
USE SICK HRS	10/19/2017	10/19/2017	Pending		



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Direct Deposit

Interaction #1: Primary Direct Deposit Account

Description: To set up a Primary Account

1. Navigate to and select the **Compensation** tab, located on the top navigation menu.
2. Navigate to the **Direct Deposit** widget.
 - A. Click the **Start Direct Deposit Wizard** button to setup the Primary Account (Checking or Savings).
 - B. The **Direct Deposit Wizard** appear window will appear.

CGI Advantage ess

Home Compensation Benefits

Net Pay Amount:
FICA Wage:
Fringe Benefits:

View Pay and Deduction Details

Pay and Deduction Summary
CPAYDED - View Pay and Deduction Summary information on this widget. Choose a line in the grid below to view different years or search to refine your selection.

Search

Year	Tax Entity ID	Pay Type	Fringe Pay Type	Pay Category	Annual Amount	Q1	Q2	Q3	Q4
2017	COMON	Pay Type	No	BASE REG EARNG	4,362.56	0.00	0.00	0.00	4,362.56
2017	COMON	Pay Type	No	BASE REG EARNG	68,846.54	21,759.74	22,611.02	20,549.44	3,926.34
2017	COMON	Pay Type	No	CASH OUT FLEX\$\$	102.34	0.00	43.86	43.86	14.62
2017	COMON	Pay Type	No	FLOAT HOLIDY PY	425.58	0.00	425.58	0.00	0.00
2017	COMON	Pay Type	No	HOLIDAY PAY	2,989.98	1,702.48	425.62	861.88	0.00
2017	COMON	Pay Type	Yes	LIFE INS FRINGE	115.00	34.50	34.50	34.50	11.50
2017	COMON	Pay Type	Yes	PERS CO PD FRING	12,309.96	3,453.16	4,028.70	3,617.39	1,210.71

Direct Deposit
CDIRDEP - Direct deposit allows you to have your paycheck automatically deposited into your bank account(s) each week. If you would like to enroll in Direct Deposit, click the "Start Direct Deposit Wizard" button below.

2 A Start Direct Deposit Wizard

3. Navigate to **Direct Deposit** widget.

CGI Advantage ess

Home Time and Leave Compensation Benefits

Payment Summary Information
Payroll Number: REGULAR
Title: PRSNL TECH

View Pay and Deduction Details

Pay and Deduction Summary
CPAYDED - View Pay and Deduction Summary information on this

Search

Direct Deposit Wizard

Primary Account

If you currently have a primary direct deposit account the information will be displayed below. Your primary direct deposit account will receive your net pay less any secondary deposit account amounts.

If you would like to set up a primary direct deposit account, make changes to the account, delete the account, or set up or change your secondary account, please click on the link below for complete directions on setting up, changing or deleting a direct deposit account.

Click here to view directions on setting up, changing or deleting a Direct Deposit account

To view your secondary direct deposit account(s) or to set up a secondary direct deposit account click on the NEXT button below.

Important Note: Your Check/Paystub Routing selection will determine if you want a paper pay stub (Advice Printed and ESS) or no paper pay stub (Advice to ESS only). Do not choose Check, as that will end your Direct Deposit.

Account Type: Check/Paystub Routing:

ABA Routing Number: Attachment:

Account Number:

*Nickname: MONTEREY CO EMC

4. Select the account type by using the drop-down menu for **Account Type**.
5. Input the following fields:



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

- C. 9 digit ABA Routing Number
- D. Account Number
- E. Nickname
- F. Use drop-down menu for Check/Paystub Routing

Direct Deposit Wizard

Primary Account

If you currently have a primary direct deposit account the information will be displayed below. Your primary direct deposit account will receive your net pay less any secondary deposit account amounts.

If you would like to set up a primary direct deposit account, make changes to the account, delete the account, or set up or change your secondary account, please click on the link below for complete directions on setting up, changing or deleting a direct deposit account.

[Click here to view directions on setting up, changing or deleting a Direct Deposit account](#)

To view your secondary direct deposit account(s) or to set up a secondary direct deposit account click on the NEXT button below.

Important Note: Your Check/Paystub Routing selection will determine if you want a paper pay stub (Advice Printed and ESS) or no paper pay stub (Advice to ESS only). Do not choose Check, as that will end your Direct Deposit.

A → Account Type: **4**

B → ABA Routing Number:

Account Number:

*Nickname: **C**

Check/Paystub Routing: **D**

Attachment: Browse...



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

- Under **Attachments**, click **Browse** to upload a PDF copy of a cancelled check from a banking institution.
- Review and click the **Confirm Accounts** button.

Important Note: Your Check/Paystub Routing selection will determine if you want a paper pay stub (Advice Printed and ESS) or no paper pay stub (Advice to ESS only).
Do not choose Check, as that will end your Direct Deposit.

Account Type: Check/Paystub Routing: **6**

ABA Routing Number: Attachment:

Account Number:

*Nickname:

Secondary Account

If you currently have a **SECONDARY** Direct Deposit Account the information is displayed below. If you would like to set up a **SECONDARY** Direct Deposit Account, complete the fields and attach a scanned copy of your check or the routing and account number supplied by your financial institution.

You can choose a percent of your net pay (for example: enter .20 for 20%) or a fixed dollar amount as well as how often you want the deposit to be made. You can have a deposit made every payday, once a month (first, second or third payday), twice a month or only if the month has three paydays. The Check/Paystub routing is a required field.

If you choose a fixed amount and there isn't enough net pay to cover it, the **SECONDARY** Direct Deposit Account will be skipped. Remaining net pay balances always go to the **PRIMARY** Direct Deposit Account.

You may select up to 10 different **SECONDARY** Direct Deposit Account(s) if desired. You will need to determine the priority order. Click on the Add Account button to set up more **SECONDARY** Direct Deposit accounts.

ABA Routing Number	Account Number	Distribution Percent	Distribution Amount	Delete	Copy
121000358			150.00		

Add Account

Account Type: Deduction Frequency:

ABA Routing Number: Distribution Percent:

Account Number: Distribution Amount:

*Nickname: Attachments:

*Priority Order: Account Deleted:

Check/Paystub Routing:

7



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

- The **Direct Deposit Confirmation** window will appear.
- Review/confirm all the information and click the **Submit** button.

Note: Notification is sent to AC Payroll for approval of the Net Pay Distribution Document.

8

Direct Deposit Confirmation

Confirmation

The information below is how your net pay will be distributed via Direct Deposit. If you wish to change the information, go back to the previous screens and correct. Once you have made all changes and corrections, click on SUBMIT and your information will be submitted for processing. If you have not done any changes or corrections, then no action is needed.

NickName	ABA Routing Number	Account Number	Priority Order	Description	Distribution Percent	Distribution Amount	Account Deleted
MONTEREY CO EM0			0		N/A	N/A	No
B OF A			2			150.00	

The information displayed and updated via the Employee Self Service (ESS) website is a subset of data from the CGI ADVANTAGE Human Resource Management operational system. This information is intended for the sole use of the individual employee. All information entered/submitted into ESS may require additional HR department approval before taking effect. Please contact your HR department if you have additional questions. Unauthorized access or an employee's information is prohibited.

9
Submit
Cancel

- Employee can view the status of their document by clicking on the **Home** tab and locating the Net Pay Distribution document in their **My Work** widget.

The screenshot shows the CGI Advantage ESS interface. At the top, there are navigation tabs: Home, Time and Leave, Compensation, and Benefits. The Home tab is selected. Below the navigation, there is a 'Welcome!' section with a user profile picture and several links: 'View Profile', 'Update Emergency Contact', 'Process Name Change', and 'View Licenses and Certifications'. A 'Notifications' section is visible below, showing a message from 08/16/2017. On the right side, there is a 'My Work' widget titled 'HPWORK - View and modify your work in progress and track completed work.' This widget has two tabs: 'In Progress' and 'Completed'. The 'Completed' tab is active, showing a table with the following data:

Document Name	Status	Date Last Modified	Approver
Net Pay Distribution	DRAFT	12/01/2017	
Timesheet	DRAFT	11/28/2017	



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Interaction #2: Secondary Direct Deposit Account

Description: Once an employee's Primary Account has been established, the employee can set up to 9 Secondary Accounts.

1. Repeat Steps 1 & 2 of **Interaction #1**.
2. Navigate to and select the **Add Accounts** button.
3. Select the account type by using the drop-down menu for **Account Type**.

Secondary Account

If you currently have a **SECONDARY** Direct Deposit Account the information is displayed below. If you would like to set up a **SECONDARY** Direct Deposit Account, complete the fields and attach a scanned copy of your check or the routing and account number supplied by your financial institution.

You can choose a percent of your net pay (for example: enter .20 for 20%) or a fixed dollar amount as well as how often you want the deposit to be made. You can have a deposit made every payday, once a month (first, second or third payday), twice a month or only if the month has three paydays. The Check/Paystub routing is a required field.

If you choose a fixed amount and there isn't enough net pay to cover it, the **SECONDARY** Direct Deposit Account will be skipped. Remaining net pay balances always go to the **PRIMARY** Direct Deposit Account.

You may select up to 10 different **SECONDARY** Direct Deposit Account(s) if desired. You will need to determine the priority order. Click on the Add Account button to set up more **SECONDARY** Direct Deposit accounts.

ABA Routing Number	Account Number	Distribution Percent	Distribution Amount	Delete	Copy
			150.00		

Add Account **2**

Account Type:

Deduction Frequency:

ABA Routing Number:

Distribution Percent:

Account Number:

Distribution Amount:

*Nickname:

Attachments:

*Priority Order:

Account Deleted:

Check/Paystub Routing:

3



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

4. Input the following fields:
 - A. 9 digit **ABA Routing Number**
 - B. **Account Number**
 - C. **Nickname**
5. Use the drop-down menu for both **Priority Order** and **Check/Paystub Routing**.
6. Select the **Deduction Frequency** from the pick list, and insert the **Distribution Percent** or the **Distribution Amount**.
7. Under **Attachments**, click **Browse** to upload a PDF copy of a cancelled check from the banking institution.

Note: If additional accounts need to be created, click **Add Accounts** and repeat steps 3-7.

8. If no additional accounts are needed, select **Confirm Accounts** and the **Direct Deposit Confirmation** window will appear.

ABA Routing Number	Account Number	Distribution Percent	Distribution Amount	Delete	Copy
			150.00		

Add Account

Account Type:

ABA Routing Number: ?

Account Number: ?

*Nickname:

*Priority Order:

Check/Paystub Routing:

Deduction Frequency:

Distribution Percent:

Distribution Amount:

Attachments:

Account Deleted:

Confirm Accounts



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

- Review/ confirm all information and click **Submit**.

Note: Notification is sent to AC Payroll for approval of the Net Pay Distribution Document.

8

Direct Deposit Confirmation

Confirmation

The information below is how your net pay will be distributed via Direct Deposit. If you wish to change the information, go back to the previous screens and correct. Once you have made all changes and corrections, click on SUBMIT and your information will be submitted for processing. If you have not done any changes or corrections, then no action is needed.

NickName	ABA Routing Number	Account Number	Priority Order	Description	Distribution Percent	Distribution Amount	Account Deleted
MONTEREY CO EM0 B OF A			0		N/A	N/A	No
			2			150.00	

The information displayed and updated via the Employee Self Service (ESS) website is a subset of data from the CGI ADVANTAGE Human Resource Management operational system. This information is intended for the sole use of the individual employee. All information entered/submitted into ESS may require additional HR department approval before taking effect. Please contact your HR department if you have additional questions. Unauthorized access of an employee's information is prohibited.

9

- Employee can view the status of their document by clicking on the **Home** tab and locating the Net Pay Distribution document in their **My Work** widget.

The screenshot shows the CGI Advantage ESS interface. At the top, there are navigation tabs: Home, Time and Leave, Compensation, and Benefits. The Home tab is selected. Below the navigation, there is a 'Welcome!' section with a user profile and several links: View Profile, Update Emergency Contact, Process Name Change, and View Licenses and Certifications. A 'Notifications' section is visible, showing a message from 08/16/2017. On the right side, there is a 'My Work' widget titled 'HPWORK - View and modify your work in progress and track completed work.' This widget contains a table with columns for Document Name, Status, Date Last Modified, and Approver. The table lists two documents: 'Net Pay Distribution' and 'Timesheet', both with a status of 'DRAFT'. An orange arrow points from the 'Home' tab to the 'My Work' widget, and another orange arrow points from a '10' callout to the 'My Work' widget.



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Interaction #3: Modify Account Information

Description: Once an employee's Primary or Secondary Account has been established, the employee can modify Accounts.

1. Navigate to and select the **Compensation** tab, located on the top navigation menu.
2. Navigate to the **Direct Deposit** widget.
 - A. Click the **Start Direct Deposit Wizard** button to setup the Primary Account (Checking or Savings).
 - B. The **Direct Deposit Wizard** appear window will appear.

Net Pay Amount :
FICA Wage :
Fringe Benefits :

View Pay and Deduction Details

Pay and Deduction Summary

CPAYDED - View Pay and Deduction Summary information on this widget. Choose a line in the grid below to view different years or search to refine your selection.

Search

Year	Tax Entity ID	Pay Type	Fringe Pay Type	Pay Category	Annual Amount	Q1	Q2	Q3	Q4
2017	COMON	Pay Type	No	BASE REG EARNING	4,362.56	0.00	0.00	0.00	4,362.56
2017	COMON	Pay Type	No	BASE REG EARNING	68,846.54	21,759.74	22,611.02	20,549.44	3,926.34
2017	COMON	Pay Type	No	CASH OUT FLEXSS	102.34	0.00	43.86	43.86	14.62
2017	COMON	Pay Type	No	FLOAT HOLIDY PY	425.58	0.00	425.58	0.00	0.00
2017	COMON	Pay Type	No	HOLIDAY PAY	2,989.98	1,702.48	425.62	861.88	0.00
2017	COMON	Pay Type	Yes	LIFE INS FRINGE	115.00	34.50	34.50	34.50	11.50
2017	COMON	Pay Type	Yes	PERS CO PD FRING	12,309.96	3,453.16	4,028.70	3,617.39	1,210.71

Direct Deposit

CDIRDEP - Direct deposit allows you to have your paycheck automatically deposited into your bank account(s) each week. If you would like to enroll in Direct Deposit, click the "Start Direct Deposit Wizard" button below.

2 A Start Direct Deposit Wizard



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

3. Make the necessary modifications. Review and click Confirm Accounts.

Direct Deposit Wizard

Primary Account

If you currently have a primary direct deposit account the information will be displayed below. Your primary direct deposit account will receive your net pay less any secondary deposit account amounts.

If you would like to set up a primary direct deposit account, make changes to the account, delete the account, or set up or change your secondary account, please click on the link below for complete directions on setting up, changing or deleting a direct deposit account.

[Click here to view directions on setting up, changing or deleting a Direct Deposit account](#)

To view your secondary direct deposit account(s) or to set up a secondary direct deposit account click on the NEXT button below.

Important Note: Your Check/Paystub Routing selection will determine if you want a paper pay stub (Advice Printed and ESS) or no paper pay stub (Advice to ESS only). Do not choose Check, as that will end your Direct Deposit.

Account Type: Check/Paystub Routing:

ABA Routing Number: Attachment:

Account Number:

*Nickname:

Secondary Account

If you currently have a **SECONDARY** Direct Deposit Account the information is displayed below. If you would like to set up a **SECONDARY** Direct Deposit Account, complete the fields and attach a scanned copy of your check or the routing and account number supplied by your financial institution.

You can choose a percent of your net pay (for example: enter .20 for 20%) or a fixed dollar amount as well as how often you want the deposit to be made. You can have a deposit made every payday, once a month (first, second or third payday), twice a month or only if the month has three paydays. The Check/Paystub routing is a required field.

If you choose a fixed amount and there isn't enough net pay to cover it, the **SECONDARY** Direct Deposit Account will be skipped. Remaining net pay balances always go to the **PRIMARY** Direct Deposit Account.

You may select up to 10 different **SECONDARY** Direct Deposit Account(s) if desired. You will need to determine the priority order. Click on the Add Account button to set up more **SECONDARY** Direct Deposit accounts.

ABA Routing Number	Account Number	Distribution Percent	Distribution Amount	Delete	Copy
121000358	325042562184		150.00		

Add Account

Account Type: Deduction Frequency:

ABA Routing Number: Distribution Percent:

Account Number: Distribution Amount:

*Nickname: Attachments:

*Priority Order: Account Deleted:

Check/Paystub Routing:

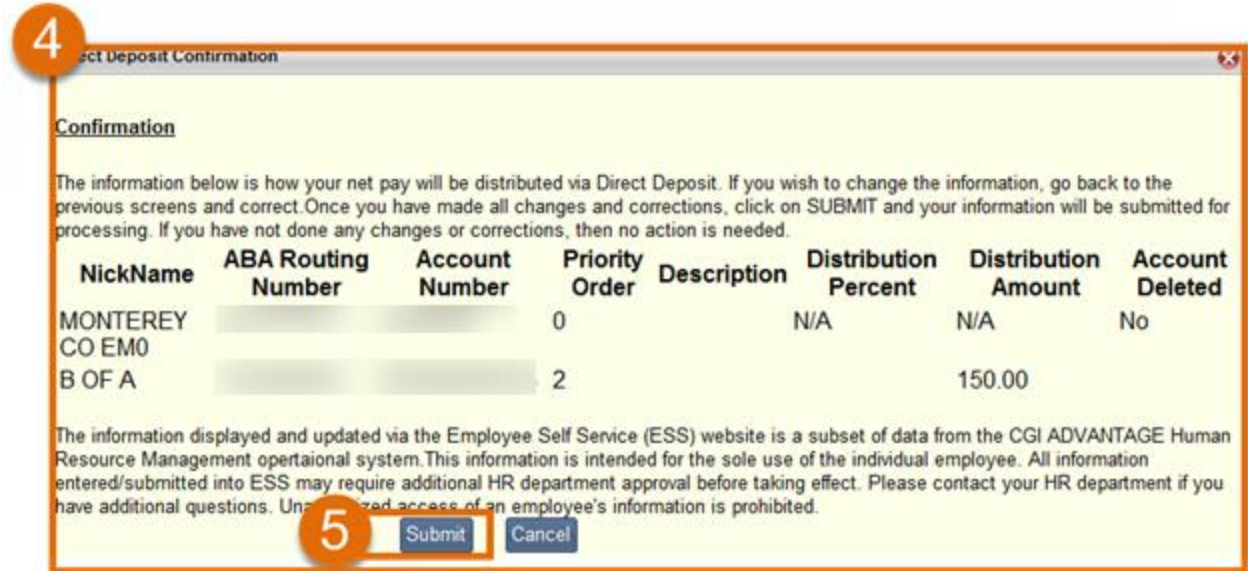
Confirm Accounts
3



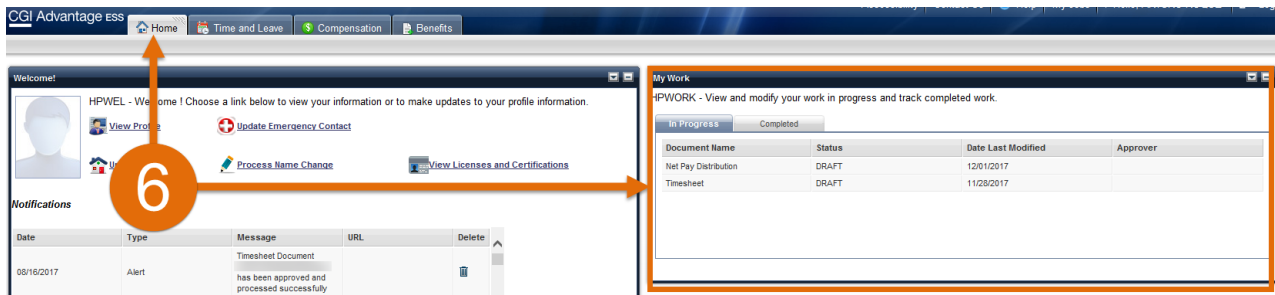
EMPLOYEE SELF SERVICE (ESS) USER GUIDE

4. Direct Deposit Confirmation window will appear.
5. Review/ confirm all the information and click **Submit**.

Note: Notification is sent to AC Payroll for approval of the Net Pay Distribution Document.



6. Employee can view the status of their document by clicking on the **Home** tab and locating the Net Pay Distribution document in their **My Work** widget.





EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Interaction #4: Cancelling Your Direct Deposit

Description: Once an employee's Primary or Secondary Account has been established, the employee can cancel their Direct Deposit election.

You must first close all secondary accounts before closing your primary account.

A. Closing Your Secondary Account

1. Repeat Steps 1 & 2 of *Interaction #1* on Page
2. In the Direct Deposit Wizard, Click the **Next** button to access the secondary account that you wish to close.
3. Check the **Account Deleted** checkbox.
4. Click on **Confirm Accounts**.

Secondary Account

If you currently have a SECONDARY Direct Deposit Account the information is displayed below. If you would like to set up a SECONDARY Direct Deposit Account, complete the fields and attach a scanned copy of your check or the routing and account number supplied by your financial institution.

You can choose a percent of your net pay (for example: enter .20 for 20%) or a fixed dollar amount as well as how often you want the deposit to be made. You can have a deposit made every payday, once a month (first, second or third payday), twice a month or only if the month has three paydays. The Check/Paystub routing is a required field.

If you choose a fixed amount and there isn't enough net pay to cover it, the SECONDARY Direct Deposit Account will be skipped. Remaining net pay balances always go to the PRIMARY Direct Deposit Account.

You may select up to 10 different SECONDARY Direct Deposit Account(s) if desired. You will need to determine the priority order. Click on the Add Account button to set up more SECONDARY Direct Deposit accounts.

ABA Routing Number	Account Number	Distribution Percent	Distribution Amount	Delete	Copy
		25%			

Add Account

Account Type: Savings Deduction Frequency:

ABA Routing Number: Distribution Percent: 25%

Account Number: Distribution Amount:

*Nickname: Attachments: Browse...

*Priority Order: 1 Account Deleted: **3**

Check/Paystub Routing: Check-stub to Pay Location

Confirm Accounts **4**



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

- At the Confirmations Screen, review all your information then click **Submit**.
- Wait for the system to accept your request and generate your confirmation message.
- Once submitted, your request will need to be approved by the Auditor-Controller's Office. If you have a County-issued email account (Outlook), you will receive a confirmation email upon approval.

B. Closing Your Primary Account

Requests to close a primary account must be approved by the Auditor-Controller's Office. Until approved, your net pay will continue to be deposited into your primary account. After your request is approved, you will begin to receive a paper check for your net pay.

- In the **Direct Deposit Wizard** (Primary Account screen), set the account's properties to:

Field	Set to...
Account Type	"Not Applicable"
ABA Routing Number	Delete (blank)
Account Number	Delete (blank)
Nickname	Delete (blank)
Check/Paystub Routing	"Check-stub to Pay Location"

Direct Deposit Wizard

Primary Account

If you currently have a primary direct deposit account the information will be displayed below. Your primary direct deposit account will receive your net pay less any secondary deposit account amounts.

If you would like to set up a primary direct deposit account, make changes to the account, delete the account, or set up or change your secondary account, please click on the link below for complete directions on setting up, changing or deleting a direct deposit account.

[Click here to view directions on setting up, changing or deleting a Direct Deposit account](#)

To view your secondary direct deposit account(s) or to set up a secondary direct deposit account click on the NEXT button below.

Important Note: Your Check/Paystub Routing selection will determine if you receive a paper pay stub (Advice Printed and ESS) or no paper pay stub (Advice to ESS only). Do not choose Check, as that will end your Direct Deposit.

Account Type: Check/Paystub Routing:

ABA Routing Number: Attachment:

Account Number:

*Nickname:



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

2. Click the **Confirm Accounts** button.
3. At the confirmation screen, review all you information then Click **Submit**.
4. Wait for the system to accept your request and generate your confirmation message.
5. Once submitted, your request will need to be approved by the Auditor-Controller's Office. If you have a County-issued email account (Outlook), you will receive a confirmation email upon approval.
6. Employee can view the status of their document by clicking on the **Home** tab and locating the Net Pay Distribution document in their **My Work** widget.

The screenshot shows the CGI Advantage ESS interface. The top navigation bar includes 'Home', 'Time and Leave', 'Compensation', and 'Benefits'. The 'Home' tab is selected. A large orange circle with the number '6' is overlaid on the 'Home' tab. An orange arrow points from the 'Home' tab to the 'My Work' widget. The 'My Work' widget displays a table of documents in progress.

Document Name	Status	Date Last Modified	Approver
Net Pay Distribution	DRAFT	12/01/2017	
Timesheet	DRAFT	11/28/2017	



Pay Advice Notice

Interaction #1: To View Pay Stubs or Direct Deposit Advice.

Description: For an employee to view Pay Stubs or Direct Deposit Advices.

1. Select the **Compensation** tab, located on the top navigation menu.
2. Navigate to the **Issued Checks/Advices** widget.
3. To filter, enter the year of the check in the field next to **Enter a Year** and click **Submit**.

CGI Advantage ess

Home Time Compensation Benefits

1

2

Issued Checks/Advices

CICA - This page allows you to download paystubs and view Issued Checks/Advices.

Enter a Year: 2017 Submit 3

Appointment ID	Check Date	Type of Check	Gross Pay Amount	Total Deductions Amount	Net Pay Amount	Disposition	Disposition Date	Download
	07/14/2017	Regular	2222.16	453.39	1768.77	Cleared Payment	08/31/2017	
	06/30/2017	Regular	2521.60	547.62	1973.98	Cleared Payment	06/27/2017	
	06/16/2017	Regular	2521.60	871.05	1650.55	Cleared Payment	06/13/2017	
	06/02/2017	Regular	2521.60	738.62	1782.98	Cleared Payment	05/30/2017	
	05/19/2017	Regular	2521.60	871.06	1650.54	Cleared Payment	05/17/2017	

Disposition Information

Appointment ID :
 Check Date : 07/14/2017
 Bank Account : 03
 Bank Name :
 Check Number :

Type of Check : Regular
 Combined Check : 0
 Disposition : Cleared Payment
 Disposition Date : 08/31/2017

Payment Summary Information

Payroll Number : REGULAR
 Title :

Gross Pay Amount : 2222.16
 Total Deductions Amount : 453.39
 Net Pay Amount : 1768.77
 FICA Wage : 2164.47
 Fringe Benefits : 484.77

View Pay and Deduction Details



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

- Under the **Download** column, click the paper/ paper clip icon on the applicable line to download the direct deposit advice/ paystub.

CGI Advantage ess

Home Time and Leave Compensation Benefits

Issued Checks/Advices

CICA - This page allows you to download paystubs and view Issued Checks/Advices.

Enter a Year: 2017 Submit

Appointment ID	Check Date	Type of Check	Gross Pay Amount	Total Deductions Amount	Net Pay Amount	Disposition	Disposition Date	Download
	08/25/2017	Regular		0.00		Cleared Payment	10/06/2017	
	07/28/2017	Regular		0.00		Cleared Payment	09/22/2017	
	07/14/2017	Regular	640.45			Cleared Payment	08/31/2017	
	06/30/2017	Regular	640.45			Cleared Payment	06/27/2017	
	06/16/2017	Regular	640.43			Cleared Payment	06/13/2017	

- A prompt will appear and ask if the employee wants to **Open** or **Save** the document. Click **Open** or **Save**.

Direct Deposit

CDIRDFP - Direct deposit allows you to

Do you want to open or save 99057000_5655050.pdf from mcsc8vnhrm01?

Open Save Cancel

- The direct deposit advice/ paystub will open for the employee can review and/or print.



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Pay and Deduction Details and Summary

1. To view Pay and Deduction Details and Summaries, navigate to and click on the **Compensation** tab.
2. On the **Issued Checks/Advices** widget, enter a specified year under **Enter a Year** field.
3. Select a check date and click **View Pay and Deduction Details** to view the pay and deduction summary.

CGI ADVANTAGE ESS - Internet Explorer

CGI Advantage ESS Home Time and Leave Compensation

Issued Checks/Advices

CICA - This page allows you to download paystubs and view issued Checks/Advices.

Enter a Year: 2017 Submit

Appointment ID	Check Date	Type of Check	Gross Pay Amount	Total Deductions Amount	Net Pay Amount	Disposition	Disposition Date	Download
	08/25/2017	Regular	0.00	0.00	0.00	Cleared Payment	10/06/2017	
	07/28/2017	Regular	0.00	0.00	0.00	Cleared Payment	09/22/2017	
	07/14/2017	Regular	2129.10	640.45	1488.65	Cleared Payment	08/31/2017	
	06/30/2017	Regular	2129.10	640.45	1488.65	Cleared Payment	06/27/2017	
	06/16/2017	Regular	2129.10	640.43	1488.67	Cleared Payment	06/13/2017	

Disposition Information

Appointment ID: [blurred]
 Check Date: [blurred]
 Bank Account: [blurred]
 Bank Name: [blurred]
 Check Number: [blurred]

Type of Check : Regular
 Combined Check : 0
 Disposition : Cleared Payment
 Disposition Date : 10/06/2017

Payment Summary Information

Payroll Number : [blurred]
 Title : [blurred]

Gross Pay Amount : 0.00
 Total Deductions Amount : 0.00
 Net Pay Amount : 0.00
 FICA Wage : 0.00
 Pringe Benefits : 174.42

View Pay and Deduction Details



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

4. The **Pay and Deduction Details** window will appear, where you'll be able to view the following:
 - A. **Deduction Details**
 - B. **Fringe Details**.

4

Pay And Deduction Details ✕

CPAYDEDD - On this screen, you can view line detail information pertaining to Pay, Deduction and Fringe details on your paycheck.

Pay DetailsDeduction DetailsFringe Details

Appointment ID	Ded Category	Deduction Type	Deduction Plan	Event Date	Dollar Amount	Entity Adjustment
	CA STATE TAX	CA STATE TAX	CA STATE TAX	06/30/2017		
	FEDERAL TAX	FEDERAL TAX	FEDERAL TAX	06/30/2017		
	FICA EE	FICA EE	FICA EE	06/30/2017		
	FSA HEALTH	FSA HEALTH	FSA HEALTH	06/30/2017		
	MEDICARE EE	MEDICARE EE	MEDICARE EE	06/30/2017		
	PEPRA EE PRETAX	PEPRA EE PRETAX		06/30/2017		
	PERS RECV	PERS RECV	PERS RECV	06/30/2017		
	STATE DISAB INS	STATE DISAB INS	STATE DISAB INS	06/30/2017		



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Tax Levies and Garnishments

1. To view applicable **Tax Levies and Garnishments**, navigate to and click on the **Compensation** tab.
2. All **Tax Levies and Garnishments** will appear.

The screenshot shows the CGI Advantage ESS interface. The 'Compensation' tab is selected in the top navigation bar. A large orange circle with the number '1' is placed over the 'Compensation' tab. Below the navigation bar, there is a section for 'Issued Checks/Advices' with a table of payment records. To the right, there is a 'Tax Information' section with a table of tax forms and a 'View Tax Levies and Garnishments' section at the bottom right. A large orange circle with the number '2' is placed over the 'View Tax Levies and Garnishments' section.

Appointment ID	Check Date	Type of Check	Gross Pay	Total Deductions Amount	Net Pay Amount	Disposition	Disposition Date	Download
	08/25/2017	Regular	0.00	0.00	0.00	Cleared Payment	10/06/2017	
	07/28/2017	Regular	0.00	0.00	0.00	Cleared Payment	09/22/2017	
	07/14/2017	Regular	2129.10	640.45	1488.65	Cleared Payment	08/31/2017	
	06/30/2017	Regular	2129.10	640.45	1488.65	Cleared Payment	06/27/2017	
	06/16/2017	Regular	2129.10	640.43	1488.67	Cleared Payment	06/13/2017	

Tax Year	Tax Form	Federal Tax ID	View
2016	W2		
2015	W2		
2014	W2		
2013	W2		
2012	W2		

Deduction Type	Amount Due(\$)	Amount Paid(\$)	View

3. The **Pay and Deduction Details** window will appear with the following information for pay, deduction, and fringe details. The user can view their information by clicking on the respective tabs.



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Form W-4 Allowance

Interaction #1: To create Form W-4 Employee's Withholding Allowance Certificate

Description: For an employee to create a W-4 in the system.

1. Navigate to and select the **Compensation** tab, located on the top navigation menu.
2. Navigate to the **Tax Information** widget.
3. Click **Create Federal W4**.

The screenshot displays the CGJ Advantage ESS user interface. At the top, the navigation menu includes 'Home', 'Compensation', and 'Benefits'. The 'Compensation' tab is selected and highlighted with a red circle and the number '1'. Below the navigation, the 'Issued Checks/Advices' section is visible, showing a table of payment records. To the right, the 'Tax Information' widget is displayed, containing a 'Create Federal W4' button highlighted with a red circle and the number '3'. The widget also includes a table of tax forms and a 'Submit' button.

Appointment ID	Check Date	Type of Check	Gross Pay Amount	Total Deductions Amount	Net Pay Amount	Disposition	Disposition Date	Download
07/14/2017		Regular	2222.16	453.39	1768.77	Cleared Payment	08/31/2017	
06/30/2017		Regular	2521.60	547.62	1973.98	Cleared Payment	06/27/2017	
06/16/2017		Regular	2521.60	871.05	1650.55	Cleared Payment	06/13/2017	
06/02/2017		Regular	2521.60	738.62	1782.98	Cleared Payment	05/30/2017	
05/19/2017		Regular	2521.60	871.06	1650.54	Cleared Payment	05/17/2017	

Tax Year	Tax Form	Federal Tax ID	View
2016	W2	948000524	
2015	W2	948000524	
2014	W2	948000524	
2013	W2	948000524	
2012	W2	948000524	



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

4. A Federal W-4 window will appear.
5. Insert the following:
 - A. **Federal Tax Marital Status.**
 - B. **Total number of allowances you are claiming.**
 - C. **Additional amount, if any, you want withheld from each paycheck.**

Please Note:

- D. If eligible, use the dropdown to select **Exempt**.
- E. If the employee wants to make changes to state withholdings, a **CA STATE TAX DE 4 FORM** must be completed and submitted.
- F. If the employee's last name under the W-4 differs from the social security card, click the checkbox under "**if your last name...**"

Federal W-4

Complete your Federal W-4 form by filling out and verifying the information below. In order to view the Form W-4 worksheet for detailed information, click the following link: <http://www.irs.gov/pub/irs-pdf/fw4.pdf>

Employee Information

First Name : [Redacted] Home Address : [Redacted]
Middle Initial : [Redacted] City/Town : [Redacted]
Last Name : [Redacted] State : [Redacted]
Social Security Number : [Redacted] Zip Code : [Redacted]

Withholding Tax Information

All information in the following section must be filled out accurately and completely.
Last W-4 File Date : 11/28/2017

Federal Tax Marital Status : [Dropdown] **A**
Total number of allowances you are claiming : [Text Box] **B**
Additional amount, if any, you want withheld from each paycheck : [Text Box] **C**
I claim exemption from withholding for 2017, and I certify that I meet both of the following conditions for exemption: 1) Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and 2) This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. None **D**
If you meet both conditions, select "Exempt" here: **E**

PLEASE NOTE: THE ABOVE CHANGES TO YOUR FILING STATUS, ALLOWANCES AND ADDITIONAL AMOUNTS, IF ANY, WILL APPLY TO YOUR FEDERAL WITHHOLDINGS ONLY. IF YOU WOULD LIKE TO MAKE CHANGES TO YOUR STATE WITHHOLDINGS, YOU MUST COMPLETE AND SUBMIT A SEPARATE CA STATE TAX DE 4 FORM TO THE AUDITOR-CONTROLLER'S OFFICE. (FAX: 831-755-5144)

If your last name differs from that shown on your social security card, check here : **F**
You must call 1-800-772-1213 for a new card.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Employer Information

Employer Name : County of Monterey Employer Identification Number (EIN) : [Redacted]
Employer Address : [Redacted] Office Code : [Redacted]

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete. (Form is not valid unless you electronically sign it by selecting this checkbox and selecting the Submit button)

Submit



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

- Review/confirm all information and click the checkbox under the "Under of Perjury Penalties..." statement for electronic signature.
- Click **Submit**.

Employer Information

6

Employer Name : County of Monterey
Employer Identification Number (EIN) : [REDACTED]
Office Code : [REDACTED]

Employer Address : 168 West Alisal Street, 3rd Floor, Salinas, CA, 93901, 1248

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete. (Form is not valid unless you electronically sign it by selecting this checkbox and selecting the Submit button)

7

- The document will workflow to Auditor Controller Payroll.
- You can check the status of your document on the **Home** tab, under the **My Work** widget.

The screenshot shows the CGI Advantage ESS interface. The top navigation bar includes 'Home', 'Time and Leave', 'Compensation', and 'Benefits'. The 'Home' tab is selected. The main content area is divided into two sections: 'Welcome!' and 'My Work'. The 'Welcome!' section contains a user profile picture, a 'View Profile' link, and several action links: 'Update Emergency Contact', 'Process Name Change', and 'View Licenses and Certifications'. Below this is a 'Notifications' table with one entry: '08/16/2017 | Alert | Timesheet Document has been approved and processed successfully | [Delete]'. The 'My Work' section is titled 'HPWORK - View and modify your work in progress and track completed work.' and contains a table with columns for 'Document Name', 'Status', 'Date Last Modified', and 'Approver'. The table lists two documents: 'Net Pay Distribution' (DRAFT, 12/01/2017) and 'Timesheet' (DRAFT, 11/28/2017). An orange arrow labeled '9' points from the 'Home' tab to the 'My Work' widget.

Document Name	Status	Date Last Modified	Approver
Net Pay Distribution	DRAFT	12/01/2017	
Timesheet	DRAFT	11/28/2017	



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Interaction #2: To View W-4 Allowances

Description: For an employee to view and print W4 Allowances

1. Navigate to and select the **Compensation** tab, located on the top navigation menu
2. Navigate to the **Tax Information** widget.
3. Click the **View Tax Withholdings/Allowances** button.

The screenshot shows the 'CGI Advantage ess' interface. The top navigation bar includes 'Home', 'Compensation', and 'Benefits'. The 'Compensation' tab is selected. Below the navigation bar, there is a section for 'Issued Checks/Advices' with a table of payment records. To the right, a 'Tax Information' widget is visible, containing instructions and a 'View Tax Withholdings/Allowances' button. A '3' is placed over this button.

Appointment ID	Check Date	Type of Check	Gross Pay Amount	Total Deductions Amount	Net Pay Amount	Disposition	Disposition Date	Download
	07/14/2017	Regular	2222.16	453.39	1768.77	Cleared Payment	08/31/2017	
	06/30/2017	Regular	2521.60	547.62	1973.98	Cleared Payment	06/27/2017	
	06/16/2017	Regular	2521.60	871.05	1650.55	Cleared Payment	06/13/2017	
	06/02/2017	Regular	2521.60	738.62	1782.98	Cleared Payment	05/30/2017	
	05/19/2017	Regular	2521.60	871.06	1650.54	Cleared Payment	05/17/2017	

4. The Employee Tax Withholding/Allowances details will open up.

The screenshot shows the 'Tax Withholdings/Allowances' window. It contains a table with marital status and allowance information, and several sections for detailed tax information.

Appointment ID	Federal Tax Marital Status	State Tax Marital Status	Federal Tax Allowance	State Tax Allowance	Additional State Tax Allowance	From	To
	SINGLE	SINGLE	4	9	0	08/28/2010	06/15/2017
	MARRIED	MARRIED	7	9	0	06/16/2017	12/31/9999

General Information
 Appointment ID : FICA Class : FICA & MEDICARE
 From : 08/28/2010 Last W-4 File Date :
 To : 06/15/2017 Date of Last Electronic Submission :
 Tax Class : FED & STATE

Federal Tax Information
 Federal Tax Marital Status : SINGLE Federal Tax Allowance : 4

Additional Federal Withholdings

Type	Plan	Amount	Percent	From	To

State Tax Information
 State Tax Marital Status : SINGLE State Tax Allowance : 9
 Additional State Tax Allowance : 0

Additional State and Localities Withholdings

Type	Plan	Amount	Percent	From	To



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Electronic W-2

1. To view applicable W-2 documents, click on the **Compensation Tab**.
2. Follow the prompts to view the **Electronic W-2** documents.

The screenshot displays the CGI Advantage ESS user interface. At the top, navigation tabs include Home, Time and Leave, Compensation (highlighted with an orange arrow and a '1'), and Benefits. The main content area shows a 'View Pay and Deduction Details' button and a 'Pay and Deduction Summary' widget. The summary widget contains a table with columns for Year, Tax Entity ID, Pay Type, Fringe Pay Type, Pay Category, Annual Amount, and quarterly amounts (Q1-Q4). A 'Direct Deposit' widget is also visible, featuring a 'Start Direct Deposit Wizard' button. In the bottom right corner, the 'Electronic W-2' widget is highlighted with an orange box and a '2', showing a prompt to go paperless and receive W-2 forms electronically, with a 'Submit' button.

Year	Tax Entity ID	Pay Type	Fringe Pay Type	Pay Category	Annual Amount	Q1	Q2	Q3	Q4
2017	COMON	Pay Type	No	CASH OUT FLEX\$S	0.00	0.00	0.00	0.00	0.00
2017	COMON	Pay Type	No	FLOAT HOLIDY PY	212.91	0.00	212.91	0.00	0.00
2017	COMON	Pay Type	No	HOLIDAY PAY	425.82	0.00	212.91	212.91	0.00
2017	COMON	Pay Type	Yes	LIFE NS FRNGE	9.20	0.00	4.60	4.60	0.00
2017	COMON	Pay Type	Yes	PERS CO PD FRNG	3,842.80	1,504.82	2,055.73	282.25	0.00
2017	COMON	Pay Type	No	PAY SCK LV USD	263.03	209.81	53.22	0.00	0.00
2017	COMON	Pay Type	No	PAID VACATION	186.30	0.00	186.30	0.00	0.00



EMPLOYEE SELF SERVICE (ESS) USER GUIDE

Revision History

Date	Editor	Revisions
3/01/2018	D. Wilson	• SAMPLE
		•