



Polk School District

Employee Self Service (ESS) Tutorial

Employee Self Service

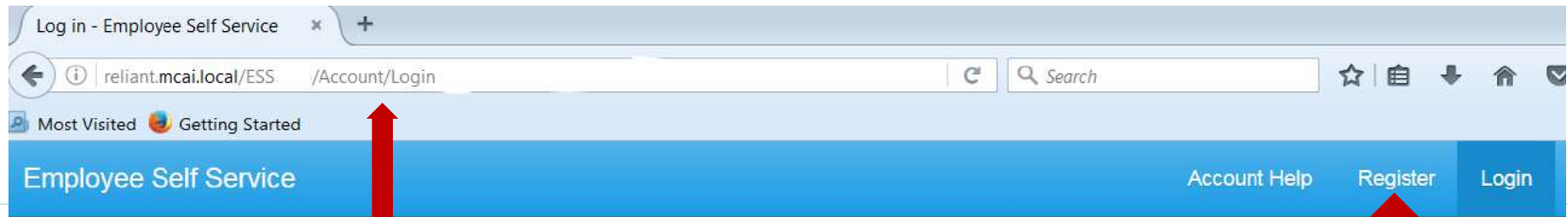
Employees can...

- Access from any computer.
- View their elected withholding, earnings summary, check history, company documents, leave balances and leave history
- Request changes to their demographics, direct deposits, W4 and state tax withholding forms
- Upload documents for demographic and direct deposit request
- Print current and past check information
- Print W2s for past years

Employee Self Service – Register

Registration on Log In screen

<https://www2.polk.k12.ga.us/EmployeeSelfService>



Enter Web Address for ESS into your browser.

Log in

User
name

Password

[Forgot username or password](#)



Log in

Everyone must register as a user for ESS using their social security number and employee number.

NOTE: Internet Explorer version 9 and below are not supported in ESS.
The Internet Explorer browser must be version 10 or above.

Employee Self Service - Register

All employees must create an account in ESS.

ESS

Create a New Account

Use the form below to create a new account.

Passwords are required to be a minimum of 6 characters in length.

User name

Email

First Name

Last Name

Social Security Number

Employee Number

Password

Confirm password

Register

Employee chooses their own User Name and Password. User name should not contain any special characters or spaces.

Social Security Number and Employee Number combination is validated in the payroll system.

Email address will be used to send all notifications from ESS. This does NOT have to be a school district assigned email address. It may be an employee's personal email address.

Employee Self Service - Register

All employees must confirm their new ESS account before being allow access to ESS

The image illustrates the Employee Self Service (ESS) registration process. It includes a registration form, a confirmation email, and a confirmation page.

ESS

Create a New Account

Use the form below to create a new account.

Passwords are required to be a minimum of 6 characters in length.

User name

Email

First Name

Last Name

Social Security Number

Employee Number

Password

Confirm password

Message Register Login x

Thank you for registering. An email has been sent to [redacted]. Please check your email and use the enclosed link to finish registration. If you do not receive an email to confirm your account, please contact your System Administrator.

[EXTERNAL] Your Employee Self Service account confirmation

Thank you for signing up with us! Please confirm your registration by clicking the following link:

[Confirmation Link](#)

If the link doesn't appear, copy and paste the following into your browser:

http://cheyenne-web.harriscomputer.com/ESS/_/Account/ConfirmAccount?confirmation=UXUPDWufqiyy_YwKhIg-Hg2

In case you need it, here's the confirmation code: **UXUPDWufqiyy_YwKhIg-Hg2**

Confirm Account

Your account has been confirmed. Thanks!

[Go to Login](#)

An email, with a confirmation link, will be sent to the email address the user provided when creating their account. The email will also include a full confirmation link that can be copied and pasted into your browser. User must use one of the confirmation links in the email to be confirmed as an authorized user for ESS. Once the employee has been confirmed as a user, they can login with their user name and password.

Employee Self Service – Account Help

Account Help allows an employee to recover their password

Employee Self Service

Account Help

Register

Login

Forgot Password

User Name

OR

Employee
Number

8467

Recover

Back

The *Account Help* allows a registered employee to recover their password with the *Forgot Password* recovery. The employee must enter their User Name or Employee Number and press the *Recover* button. An email with a 'reset password' link will be sent to employee's ESS email address. Once the employee clicks on the link in the email, a computer generated password is assigned to their user name. The employee will receive a message and an email with the new password. The employee can then login with the new password. The password can be changed. The *Forgot Password* will not work if the employee's account has not been confirmed (see previous screen).

Reply Reply All Forward IM



Thu 1/12/2017 1:16 PM

nextgeness@gmail.com

Password Reset Token

To

Please find the Password Reset Token for user name: lamason

[Reset Password](#)

Account Help

Register

Message

Success! Your new password is:
!AWJpP



Thu 1/12/2017 1:17 PM

nextgeness@gmail.com

New Ess Password

To

ire

**Please find the Password Reset Token
!AWJpP**

Employee Self Service – Account Help

Account Help allows an employee to recover their user name

| | | | |
|-----------------------|--------------|----------|-------|
| Employee Self Service | Account Help | Register | Login |
|-----------------------|--------------|----------|-------|

Forgot Username

| | |
|-----------------|--|
| Employee Number | <input type="text" value="8467"/> |
| Employee Email | <input type="text" value="amazon3434343@hotmail.com"/> |

| | |
|---------|------|
| Recover | Back |
|---------|------|

Reply Reply All Forward IM

Thu 1/12/2017 1:14 PM
 nextgeness@gmail.com
ESS User Name
To

ESS User Name: lamason

The *Account Help* allows a registered employee to recover their user name with the *Forgot Username* recovery. The employee must enter their Employee Number and their ESS email address and press the *Recover* button. An email with their username will be sent to the employee's ESS email address. If the email address entered does not agree with the email address the employee registered with, a message will be displayed and no email will be sent. The *Forgot Username* will not work if the employee's account has not been confirmed.

Employee Self Service – Account Help

Account Help allows an employee to recover their user name

| | | | |
|-----------------------|--------------|----------|-------|
| Employee Self Service | Account Help | Register | Login |
|-----------------------|--------------|----------|-------|

Login

User name

Password

[Forgot username or password](#)



Log In

The *[Forgot username or password](#)* link on login screen is a fast link to the *[Forgot Password](#)* and *[Forgot Username](#)* functionality under the *Account Help*.

Forgot Password

User Name

OR

Employee Number

Recover

Back

Forgot Username

Employee Number

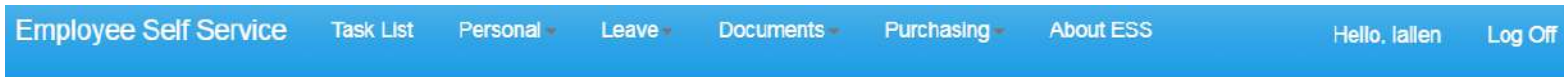
Employee Email

Recover

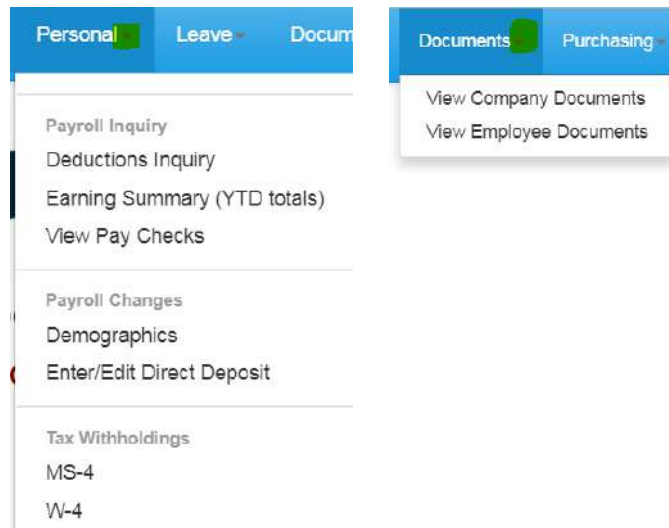
Back

Employee Self Service – Menu

The Main screen will display the PSD logo and Welcome Message with the menu options available on the toolbar. Each menu option can be expanded to display transactions available.



Welcome to the Polk School District Employee Self Service website!



Employee Self Service - Task List

Employees can view or cancel pending requests and view past requests



Task List will display a summary of all the employee's pending change requests.

| My Pending Requests | | | | |
|--------------------------|--------------|--------------------------------|------------------------------|------------------------|
| Date Submitted | Request Type | Description | | |
| 01/03/2017 02:28:30PM | A4 | A4 Change Request for | View Details | Cancel |
| 01/03/2017 01:47:53PM | Demographic | Demographic Change Request for | View Details | Cancel |

[View My Past/Current Requests](#)



Completed Requests (approved or rejected) can be viewed by the employee with the *View My Past/Current Requests*.



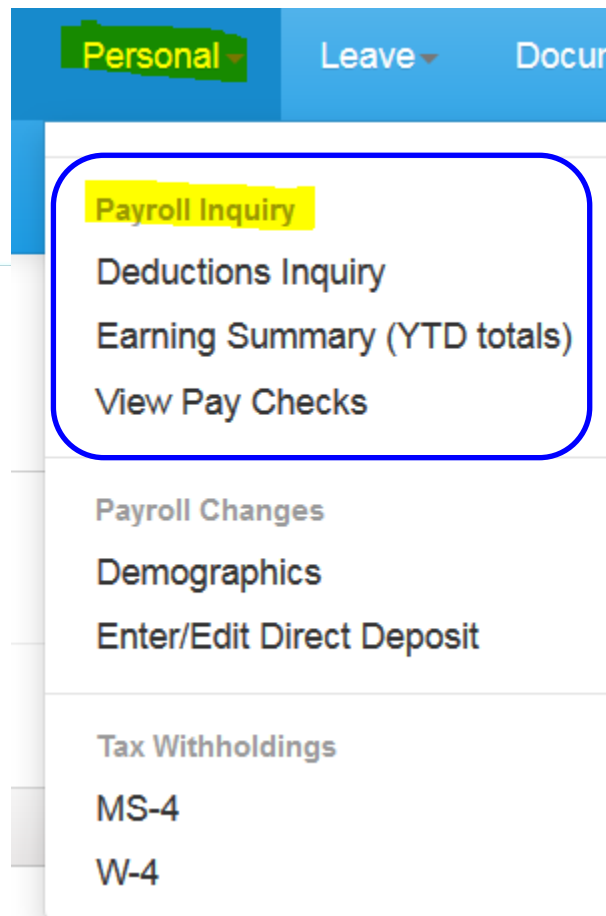
Details for the pending request can be viewed by employee.



Pending requests (unapproved) can be cancelled by employee.

Employee Self Service–Personal/Payroll Inquiry

The Personal menu contains the sub-menu for Payroll Inquiry which includes the Inquiries available to an employee



Employee Self Service – Deduction Inquiry

The Deduction Inquiry allows for viewing and printing the employee and employer cost for employee elected deductions

Payroll Deductions

User Instructions

Insurance elections can only be changed during Open Enrollment with the exception of a Qualifying Event, such as the birth or adoption of a child, death, divorce, retirement, etc. See your Decision Guide for further explanation of Qualifying Events. Please contact Payroll at (770) 748-3821 should you have any questions.

[Back](#)[Print](#)

| Deduction | Employee Cost | Employer Cost |
|-------------------------------|---------------|---------------|
| VALIC 457(b) PLAN | 5.0000 % | \$0.00 |
| COOSA VALLEY CRED. UNION G.F. | \$475.00 | \$0.00 |
| HEALTH-CLASS.- GF/SHELTERED | \$250.90 | \$945.00 |
| Metlife | \$64.13 | \$0.00 |
| SUPERIOR VISION INSURANCE | \$5.93 | \$0.00 |
| FLEX SPENDING MEDICAL RMB | \$200.00 | \$0.00 |
| UNUM BOARD PAID LIFE | \$0.59 | \$1.38 |
| UNUM VOLUNTARY LIFE | \$142.41 | \$0.00 |
| EMPLOYEES RETIREMENT SYSTEM | 1.5000 % | 24.6600 % |

Employee Self Service – Earnings Summary

Employees can view and print their earnings summary by selecting the year they wish to view

Earnings Summary

Back

Print

Earnings Year

2016

Gross Wages

\$11,422.90

Federal Wages

\$10,366.20

Federal Tax Withheld

\$714.83

Social Security Wages

\$11,347.90

Social Security Tax Withheld

\$703.56

Medicare Wages

\$11,347.90

Medicare Tax Withheld

\$164.55

State Wages

\$11,222.90

State Tax Withheld

\$401.14

Employee Self Service-Earnings Summary (W2)

Employees can view and print their W2 for the selected year. Select the appropriate Earnings Year to see your previous W2.

Earnings Summary

[Back](#)[Print](#)

Earnings Year

2013

[View W2](#)

Gross Wages

\$22,189.68

Federal Wages

\$18,389.49

Federal Tax Withheld

\$935.71

Social Security Wages

\$20,353.68

Social Security Tax Withheld

\$1,261.90

Medicare Wages

\$20,353.68

Medicare Tax Withheld

\$295.09

State Wages

\$20,053.68

State Tax Withheld

\$646.29


| Copy 2-To Be Filed With Employee FEDERAL Tax Return | | | 36-2019503 OMB No. 1545-0028 | | | Copy 2-To Be Filed With Employee State City, or Local Income Tax Return | | | 36-2019503 OMB No. 1545-0028 | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| a Employee soc. sec. no. | | | 1 Wages, tips, other comp. | | | 2 Federal income tax withheld | | | a Employee soc. sec. no. | | | 1 Wages, tips, other comp. | | | 2 Federal income tax withheld | | |
| | | | 18,389.49 | | | 935.71 | | | | | | 18,389.49 | | | 935.71 | | |
| b Employer ID number (EIN) | | | 3 Social security wages | | | 4 Social security tax withheld | | | b Employer ID number (EIN) | | | 3 Social security wages | | | 4 Social security tax withheld | | |
| | | | 20,353.68 | | | 1,261.90 | | | | | | 20,353.68 | | | 1,261.90 | | |
| c Employer name, address, and ZIP code | | | 5 Medicare wages and tips | | | 6 Medicare tax withheld | | | c Employer name, address, and ZIP code | | | 5 Medicare wages and tips | | | 6 Medicare tax withheld | | |
| Bibb County Board of Education | | | 20,353.68 | | | 295.09 | | | Bibb County Board of Education | | | 20,353.68 | | | 295.09 | | |
| d Control Number | | | e Employee name, address, and ZIP code | | | f Employee name, address, and ZIP code | | | d Control Number | | | e Employee name, address, and ZIP code | | | f Employee name, address, and ZIP code | | |
| 82 | | | | | | | | | 82 | | | | | | | | |
| 7 Social security tips | | | 8 Allocated tips | | | 9 Advance EIC payment | | | 7 Social security tips | | | 8 Allocated tips | | | 9 Advance EIC payment | | |
| | | | | | | | | | 7 Social security tips | | | 8 Allocated tips | | | 9 Advance EIC payment | | |
| 10 Dependent care benefits | | | 11 Nonqualified plans | | | 12a Code See inst. for box 12 | | | 10 Dependent care benefits | | | 11 Nonqualified plans | | | 12a Code See inst. for box 12 | | |
| | | | | | | DD 9,837.24 | | | 10 Dependent care benefits | | | 11 Nonqualified plans | | | 12a Code See inst. for box 12 | | |
| 13 Statutory Employee | | | 14 Other | | | 12b Code | | | 13 Statutory Employee | | | 14 Other | | | 12b Code | | |
| | | | CAF 1,636.00 | | | G 300.00 | | | 13 Statutory Employee | | | 14 Other | | | 12b Code | | |
| Retirement plan | | | 414 1,694.15 | | | 12c Code | | | Retirement plan | | | 414 1,694.15 | | | 12c Code | | |
| X | | | DUE 273.55 | | | | | | X | | | DUE 273.55 | | | | | |
| Third-party sick pay | | | | | | 12d Code | | | Third-party sick pay | | | | | | 12d Code | | |
| AL 037618 | | | 20,053.68 | | | 646.29 | | | AL 037615 | | | 20,053.68 | | | 646.29 | | |
| 15 State Employer state ID number | | | 16 State wages, tips, etc. | | | 17 State income tax | | | 15 State Employer state ID number | | | 16 State wages, tips, etc. | | | 17 State income tax | | |
| | | | | | | | | | | | | | | | | | |
| 18 Local wages, tips, etc. | | | 19 Local income tax | | | 20 Locality name | | | 18 Local wages, tips, etc. | | | 19 Local income tax | | | 20 Locality name | | |
| | | | | | | | | | | | | | | | | | |


Form W-2 Wage and Tax Statement 2013 Dept. of the Treasury - IRS
This information is being furnished to the Internal Revenue Service

Employee Self Service – View Pay Checks

Employees can view and print check/statement summary for a specific check date range. Employees can view check detail by clicking on a particular check.

My Checks

Start Date 

End Date 

Select date range and click Search to list pay records. Select check number from list to view pay record.

| Date | Number | Date | Gross | Net | Pay Adj.-Sub Info |
|------------|------------------|------------|------------|------------|-------------------|
| 05/31/2016 | 133504 - (Check) | 05/31/2016 | \$2,248.58 | \$1,190.99 | |
| 04/29/2016 | 133350 - (Check) | 04/29/2016 | \$2,288.58 | \$1,217.66 | |
| 03/31/2016 | 133174 - (Check) | 03/31/2016 | \$2,258.58 | \$1,197.66 | |
| 02/29/2016 | 133011 - (Check) | 02/29/2016 | \$2,298.58 | \$1,224.23 | |
| 01/31/2016 | 132855 - (Check) | 01/31/2016 | \$2,328.58 | \$1,244.23 | |
| 12/18/2015 | 132689 - (Check) | 12/18/2015 | \$2,298.58 | \$1,223.44 | |
| 11/20/2015 | 132524 - (Check) | 11/20/2015 | \$2,308.58 | \$1,230.10 | |
| 10/30/2015 | 132369 - (Check) | 10/30/2015 | \$2,448.58 | \$1,323.13 | |
| 09/30/2015 | 132208 - (Check) | 09/30/2015 | \$2,278.58 | \$1,210.20 | |
| 08/31/2015 | 132074 - (Check) | 08/31/2015 | \$2,468.58 | \$1,336.35 | |
| 07/31/2015 | 131943 - (Check) | 07/31/2015 | \$2,458.58 | \$1,329.69 | |
| 06/30/2015 | 131756 - (Check) | 06/30/2015 | \$2,308.58 | \$1,230.10 | |

Employee Self Service – View Pay Checks

If an employee has extra pay, pay adjustments or substitute pay for a specific check, they can view detail information about the pay by clicking on *Adjusts/Sub Details* link

My Checks

Start Date 1/1/2015



End Date 6/4/2016



Search

Back

Print

Select date range and click Search to list pay records. Select check number from list to view pay record.

| Date | Number | Date | Gross | Net | Pay Adj.-Sub Info |
|------------|------------------|------------|----------|----------|-------------------------------------|
| 05/31/2016 | 133579 - (Check) | 05/31/2016 | \$195.00 | \$180.08 | Adjusts/Sub Details |
| 04/29/2016 | 133425 - (Check) | 04/29/2016 | \$65.00 | \$60.03 | Adjusts/Sub Details |
| 03/31/2016 | 133252 - (Check) | 03/31/2016 | \$195.00 | \$180.08 | Adjusts/Sub Details |
| 02/29/2016 | 133089 - (Check) | 02/29/2016 | \$260.00 | | |
| 12/18/2015 | 132769 - (Check) | 12/18/2015 | \$130.00 | | |
| 11/20/2015 | 132602 - (Check) | 11/20/2015 | \$195.00 | | |
| 10/30/2015 | 132437 - (Check) | 10/30/2015 | \$227.50 | | |

Pay Adj.-Sub Info

Adjustments to Pay/Substitutes List for:

| Subbed For | Date | Day(s) | Pay Rate | Paid |
|------------|-----------|--------|----------|----------|
| WILLIAMS, | 4/28/2016 | 0.50 | \$65.00 | \$32.50 |
| WILLIAMS | 4/26/2016 | 0.50 | \$65.00 | \$32.50 |
| SMITH, | 4/4/2016 | 0.50 | \$65.00 | \$32.50 |
| LIGHTSEY, | 4/26/2016 | 0.50 | \$65.00 | \$32.50 |
| CHUC, | 4/14/2016 | 0.50 | \$65.00 | \$32.50 |
| CHUC, | 4/15/2016 | 0.50 | \$65.00 | \$32.50 |
| Totals | | 3 | | \$195.00 |

Employee Self Service – View Pay Checks

Employee's detail check information can be displayed and printed

Check Detail

deedee

xxx-xx-1171
1ST AVENUE
WATSON, AL 35181

Print button.

Check Information

Check Date: 02/28/2013
Pay Period Ending: 02/28/2013
Check Number: 124420
Note:



Net Pay

| Category | Current | Ytd |
|------------------------------|--------------|--------------|
| Gross Pay | \$7,440.32 | \$10,841.24 |
| Total Deductions - Mandatory | (\$1,664.78) | (\$2,464.39) |
| Total Deductions - Other | (\$610.42) | (\$917.89) |
| Net Pay | \$5,165.12 | \$7,458.96 |

Earnings

| Category | Current | Ytd | Hrs |
|----------------|------------|-------------|------|
| REGULAR | \$7,440.32 | \$10,841.24 | 0.00 |
| Total Earnings | \$7,440.32 | \$10,841.24 | 0.00 |

Bank Accounts

| Category | Account | Amount |
|----------------|----------|------------|
| | ****1255 | \$5,165.12 |
| Total Earnings | | \$5,165.12 |

Deductions - Mandatory

| Category | Current | Ytd |
|------------------------------|------------|------------|
| FICA | \$569.18 | \$829.35 |
| Federal | \$800.97 | \$1,203.66 |
| State | \$294.63 | \$431.38 |
| Total Deductions - Mandatory | \$1,664.78 | \$2,464.39 |

Deductions - Other

| Category | Current | Ytd |
|----------------------------|----------|----------|
| RETIREMENT W/H | \$558.02 | \$813.09 |
| AEA NON CERTIFIED DUES | \$11.65 | \$23.30 |
| NEA NON CERTIFIED DUES | \$10.75 | \$21.50 |
| VALIC ANNUITY WITHHOLDINGS | \$30.00 | \$60.00 |
| Total Deductions - Other | \$610.42 | \$917.89 |

Employee Self Service – View Pay Checks

The check/statement detail will display as a copy of the original check/statement.
Employees can also print a copy of the displayed check/statement.

Check Detail

Page: 1 of 1 Automatic Zoom

| HARRIS SCHOOL DISTRICT BOE | | | | |
|---|-----------------|----------------|----------------|----------------|
| EMPLOYEE NAME | EMPLOYEE NUMBER | PAY PERIOD END | DEPOSIT DATE | DEPOSIT NUMBER |
| ELIZABETH TAYLOR | 999999 | 10/15/2013 | 10/31/2013 | 485664 |
| DESCRIPTION | CURRENT AMOUNT | DESCRIPTION | CURRENT AMOUNT | YTD AMOUNT |
| Regular Pay | 5,852.85 | FED WH | 819.74 | 5,138.54 |
| | | STATE WH | 263.33 | 2,354.21 |
| | | SS WH | 324.20 | 324.20 |
| | | MC WH | 75.82 | 678.30 |
| | | VALIC - G. | 58.53 | 523.97 |
| | | DOCO - G.F | 402.00 | 3,618.00 |
| | | HEALTH-CAF | 401.48 | 3,613.32 |
| | | VISION-CAF | 13.97 | 125.73 |
| | | FLEX MEDCL | 208.33 | 1,874.97 |
| | | DISABILITY | 66.99 | 602.91 |
| | | UNUM PROD | 19.89 | 179.01 |
| | | TRS RETIRE | 351.17 | 3,143.57 |
| | | FNB POLK | 2,847.40 | 30,216.28 |
| GROSS PAY | 5,852.85 | | | |
| FRINGE BENEFIT | 0.00 | | | 0.00 |
| LEAVE DESCRIPTION | BALANCE | TAKEN | | |
| SICK LEAVE | 19.00 | 0.50 | | |
| Open Enrollment - October 21-November 8, 2013 | | | NET DEPOSIT | 0.00 |

CSI TECHNOLOGY OUTFITTERS
MOBILE, ALABAMA

485664

DEPOSIT ****VOID****VOID****VOID*** DIRECT DEPOSIT
****VOID****VOID****VOID****VOID***

| DEPOSIT DATE | DEPOSIT NO. | AMOUNT |
|--------------|-------------|--------|
| 10/31/2013 | 485664 | 0.00 |

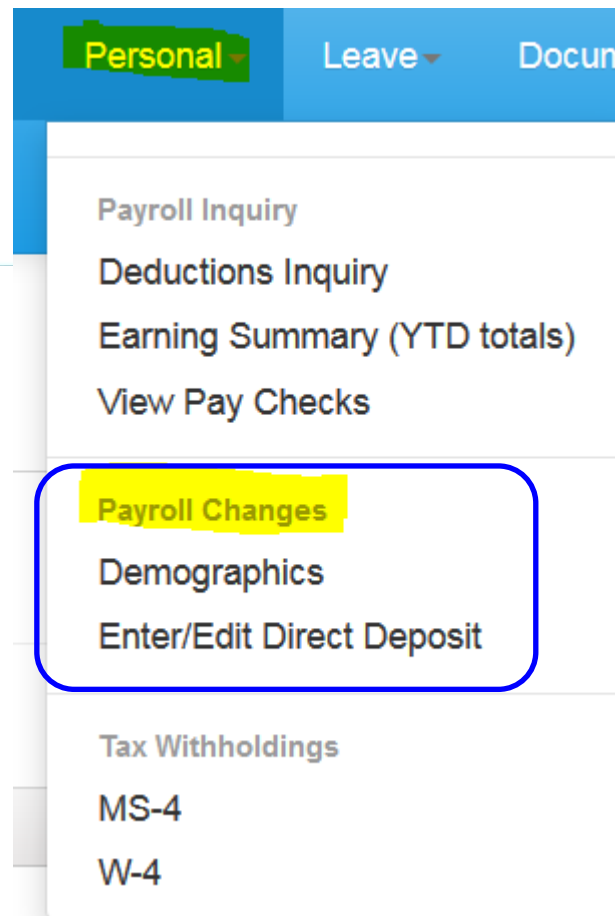
TO THE ORDER OF ELIZABETH TAYLOR
541 EAST MAIN STREET
ROME, GA 30161

NON-NEGOTIABLE DIRECT DEPOSIT

Print toolbar is at bottom of check display.

Employee Self Service–Personal/Payroll Changes

The Personal menu contains the sub-menu for Payroll Changes which includes a menu of all change options available to the employee



Employee Self Service - Demographics

Employees can request changes to a variety of demographic fields and upload multiple documents to be submitted with their change request. Both the employee and the approver can print the attached documents from the pending or completed request/task.

Demographic Change Request

Pending

Save Back Print

Information can be printed by selecting Print.

If an employee has a pending request, their demographics will be displayed with the requested changes.

User Instructions

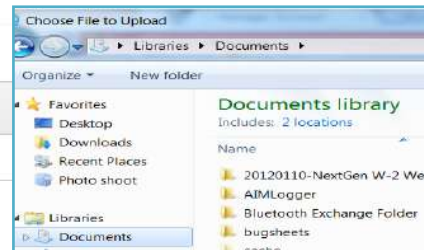
All changes to name require a copy of social security card with same name. Please attach copy of social security card or bring your card by the Payroll department.

| | | | |
|------------|-------------------------|-------------|------------|
| First Name | B | Middle Name | |
| Last Name | ANDY | Birthday | |
| Email | ANDY_B@HARRISSCHOOL.ORG | Gender | Female |
| Address 1 | P. O. BOX | Address 2 | 42 STREET |
| City | BAY SAINT LOU | State | MS |
| Home Phone | | Zip Code | 39520-1032 |
| | | Cell Phone | |

Attachments

Select files...

Welcome Scan.jpg



Multiple files can be selected from multiple directories. Acceptable file formats include .gif, .jpg, .jpeg, .png, .doc, .docx, .xls, .xlsx, .pdf, .txt.

NOTE: A change to the email address on the demographic screen changes the email address in the payroll system which may be used by the school district when corresponding with the employee. It does not change the email address for the ESS notifications which was entered when the employee registered for ESS.

Employee Self Service-Edit/Enter Direct Deposit

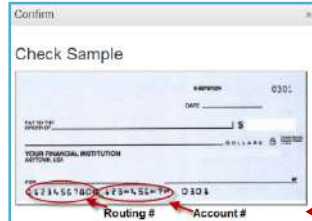
Employees can submit requests to add, delete, or change direct deposit accounts. All changes must be validated with a PIN that is emailed to the employee's ESS email. Once the valid PIN is submitted, the request for changes will be submitted for approval.

Edit Direct Deposit Account(s)

[Back](#) [Print](#)

[+ Add new record](#) [Cancel changes](#)

| Bank Name | Account | Routing | Account Type | Primary | Amount | |
|----------------------------|---------|-----------|--------------|---------|---------|--------------------------|
| ALABAMA ONE CREDIT UNION | 424: | 262277189 | Checking | true | \$0.00 | x Delete |
| ALABAMA ONE CREDIT UNION 2 | 521: | 262277189 | Checking | false | \$25.00 | x Delete |



Where do I find bank account and routing numbers?

[Save](#) [Cancel](#)

Enter PIN

Enter Valid PIN

[Submit](#)

nextgenes@gmail.com

[EXTERNAL] Direct Deposit Validation PIN

Your validation PIN

9140

If changing a routing number, click in the field, make the change and click save.

If adding a new account, click on *Add New Record*, enter the information for the new account and click save. Note: There can be only one primary account per employee.

If you are trying to delete a direct deposit, click on the *Delete* button beside the account information and then click save.

Employee Self Service-Edit/Enter Direct Deposit

Pending changes are displayed and employees can upload files for direct deposit requests

Edit Direct Deposit Account(s)

Pending

Back Print

+ Add new record - Cancel changes

| Bank Name | Account | Routing | Account Type | Primary | Amount | |
|--------------------------|---------|-----------|--------------|---------|---------|----------|
| ALABAMA ONE CREDIT UNION | 4242 | 262277189 | Checking | true | \$0.00 | x Delete |
| ALABAMA ONE CREDIT UNION | 5212 | 262277189 | Checking | false | \$25.00 | x Delete |

Where do I find bank account and routing numbers?

Save Back

Attachments

Select files

harris_school_solutions_logo_sm...

Instructions

Please upload copy of voided check for all new direct deposit records for verification of information.

Choose File to Upload

Libraries Documents

Organize New folder

Favorites Desktop Downloads Recent Places Photo shoot

Documents library Includes: 2 locations

Name

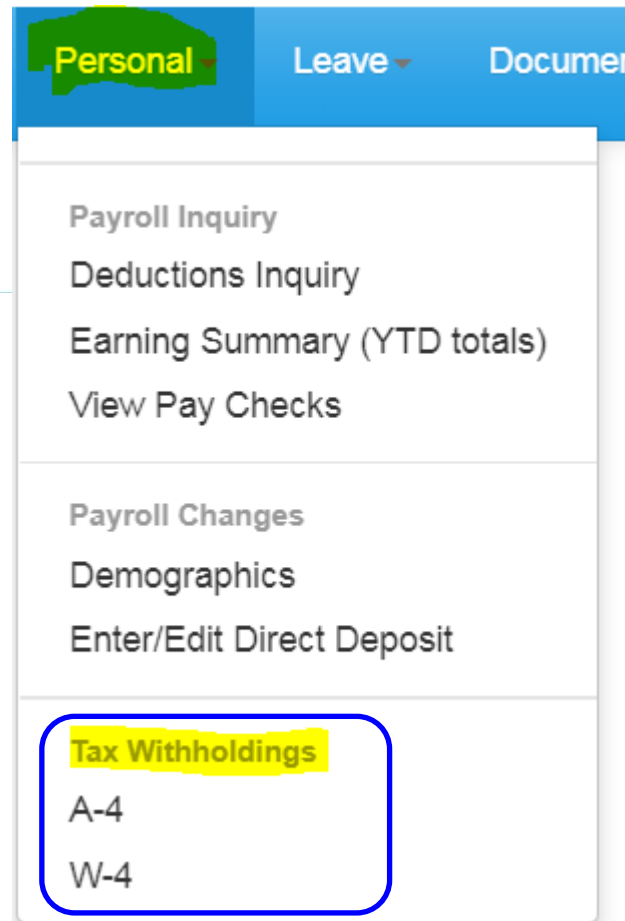
- 20120110-NextGen W-2 Web
- AIMLogger
- Bluetooth Exchange Folder
- bugsheets
- cache

If an employee has a pending request, their direct deposit information will be displayed with the requested changes. Employees can change all pending direct deposit data.

Multiple files can be selected from multiple directories. Acceptable file formats include .gif, .jpg, .jpeg, .png, .doc, .docx, .xls, .xlsx, .pdf, .txt.

Employee Self Service – Tax Withholdings

Tax Withholding under the sub menu Payroll Changes will include your State Withholding and W-4 Withholding Forms



Employee Self Service – G4 (Georgia)

Changes can be made to the employee's G4 with an electronic signature

Current State of Georgia Employee's Withholding Allowances

| Withholding Status | Dependents | Emp./Spouse | Addl. Allowances | Addl. Amt. | Exempt |
|--------------------|------------|-------------|------------------|------------|--------|
| SINGLE - (A) | 0 | 0 | 0 | 0.00 | |

[G4 Instructions](#)

[Save](#) [Back](#)

Form G-4 (Rev. 5/22/19)

STATE OF GEORGIA EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

1a. YOUR FULL NAME _____ 1b. YOUR SOCIAL SECURITY NUMBER _____

2a. HOME ADDRESS (Number, Street, or Rural Route) _____ 2b. CITY, STATE AND ZIP CODE _____

PLEASE READ INSTRUCTIONS BEFORE COMPLETING LINES 3-8

3. MARITAL STATUS
(If you do not wish to claim an allowance, enter "0" in the brackets beside your marital status.)

A. Single: Enter 0 or 1 4. DEPENDENT ALLOWANCES

B. Married Filing Joint, both spouses working: Enter 0 or 1 5. ADDITIONAL ALLOWANCES (worksheet below must be completed)

C. Married Filing Joint, one spouse working: Enter 0 or 1 6. ADDITIONAL WITHHOLDING

D. Married Filing Separate: Enter 0 or 1

E. Head of Household: Enter 0 or 1

WORKSHEET FOR CALCULATING ADDITIONAL ALLOWANCES
(Must be completed in order to enter an amount on step 5)

1. COMPLETE THIS LINE ONLY IF USING STANDARD DEDUCTION:
Yourself: ☐ Age 65 or over ☐ Blind ☐ Number of boxes checked x 1300

Spouse: ☐ Age 65 or over ☐ Blind ☐

2. ADDITIONAL ALLOWANCES FOR DEDUCTIONS:
A. Federal Estimated Itemized Deductions

B. Georgia Standard Deduction (Select One)
☒ Single/Head of Household \$4,600

☐ Each Spouse \$3,000

C. Subtract Line B from Line A

D. Allowable Deductions to Federal Adjusted Gross Income

E. Add the Amounts on Lines 1, 2C, and 2D

F. Estimate of Taxable Income not Subject to Withholding

G. Subtract Line F from Line E (if zero or less, stop here)

H. Divide the Amount on Line G by \$3,000. Enter total here and on Line 5 above

(This is the maximum number of additional allowances you can claim. If the remainder is over \$1500 round up)

[Update Line 5](#)

7. Letter Used (Marital Status A, B, C, D, or E) Total Allowances (Total of Lines 3-5)

(Employer: The letter indicates the tax tables in the Employer's Tax Guide)

8. EXEMPT: (Do not complete Lines 3 - 7 if claiming exempt) Read the Line 8 Instructions on page 2 before completing this section.

a) I claim exemption from withholding because I incurred no Georgia income tax liability last year and I do not expect to have a Georgia income tax liability this year.
Check here ☐

b) I certify that I am not subject to Georgia withholding because I meet the conditions set forth under the Servicemembers Civil Relief Act as amended by the Military Spouses Residency Relief Act as provided on page 2. My state of residence is _____ My spouse's (servicemember) state of residence is _____
The states of residence must be the same to be exempt. Check here ☐

I certify under penalty of perjury that I am entitled to the number of withholding allowances or the exemption from withholding status claimed on this Form G-4. Also, I authorize my employer to deduct per pay period the additional amount listed above.

Employee Signature _____ Date: 1/30/2019 _____

Employee's current State withholding information is displayed.

Employees can view instructions for the G4 by clicking the *G4 Instructions* button.

If requesting a change for G4, the employee must enter **ALL** information on the G4 form, not just the change.

Line 5 - Additional Allowances is updated from the worksheet entries and the *Update Line 5* button.

Electronic signature and date must be exactly as displayed – no extra spaces, dashes or periods.

Employee Self Service – W4

Changes can be made to the employee's W4 with an electronic signature

Current Withholding Allowances

| Type | Tax Status | Allowances | Addl. Amt | Exempt |
|---------|------------|------------|-----------|--------------------------|
| Federal | Single | 0 | 100.00 | <input type="checkbox"/> |
| State | Single | 0 | 0.00 | <input type="checkbox"/> |

Employee's current Federal and State withholding information is displayed.

Form **W-4**
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate
OMB No. 1545-0074
2016

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.
www.irs.gov/pub/irs-pdf/fw4.pdf
[IRS.GOV W4 WorkSheet Application](#)

1. Your first name and middle initial
DEEDEE S

Last Name
COOKER

2. Your social security number
XXX-XX-

Home address(number and street or rural route) Address 3
Single

Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.

City or town, state, and ZIP code
WEST BLOCTON, AL 35184

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

5. Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2) 5
0

6. Additional amount, if any, you want withheld from each paycheck 6
\$ 100.00

7. I claim exemption from withholding for 2016, and I certify that I meet both of the following conditions for exemption.
• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and
• This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.
If you meet both conditions, write "Exempt" here 7

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.

Employee's signature
(this form is not valid unless you sign it.)DEEDEE S COOKER ▶

Date(m/d/yyyy) ▶ 6/7/2016

Employer Name/Address
County Board of Education

Office Code(optional)

Employer FEIN

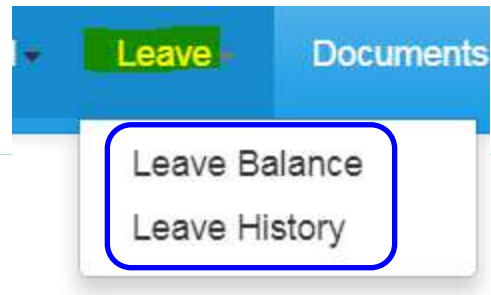
IRS instructions and worksheet are accessible from W4 form.

If requesting a change for W4, the employee must enter **ALL** information on the W4 form, not just the change.

Electronic signature and date must be exactly as displayed – no extra spaces, dashes or periods.

Employee Self Service – Leave

The Leave Menu allows an employee to see their leave history and leave balances



Employee Self Service – Leave Balance

Employees can view and print their current leave balances. The leave earned and used are reflective of the last completed payroll.

Leave Balance Summary - 2019

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User Instructions

Please note that the balance listed below does not include the any absences taken during the current pay period. You must have a Sick Leave balance in order to convert Sick Leave to Personal Leave.

| Description | Hrs/Days | Accum. Rate | Prior Yr. Bal. | Current Earned | YTD Used | Balance |
|---|----------|-------------|----------------|----------------|----------|---------|
| 1 - SICK LEAVE - 12 MNTH CNTRL OFC CL | D | 15 | 60 | 6.25 | 1 | 65.25 |
| 2 - PERSONAL LEAVE - 12 MNTH CNTRL OFC CL | D | 3 | 0 | 3 | 0 | 3 |
| | | | | | | |

Employee Self Service – Leave History

Employees can view and print their detailed leave history for a specific date range. Leave adjustment are displayed with the notes that related to the leave adjustment.

Leave History

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Start Date



End Date



| Date | Hrs/Days | Description | Note | Used |
|------------|----------|----------------|------|------|
| 06/16/2... | D | SICK LEAVE | | 1.00 |
| 08/28/2... | D | SICK LEAVE | | 1.00 |
| 09/08/2... | D | PERSONAL LEAVE | | 0.25 |
| 10/02/2... | D | SICK LEAVE | | 1.00 |
| 01/05/2... | D | SICK LEAVE | | 0.50 |
| 03/08/2... | D | SICK LEAVE | | 0.50 |
| 12/13/2... | D | SICK LEAVE | | 0.50 |
| 12/18/2... | D | PERSONAL LEAVE | | 0.25 |

Employee Self Service – About ESS

The *About ESS* Menu option identifies the Product Version and the District. The District's contact information for Employee Self Service can also be displayed here.



About Employee Self Service

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Customer: POLK SCHOOL DISTRICT

Product Version: 2.22.1.27

Accounting System: NextGen

Accounting System Version: 2

If you are having issues or need assistance with the ESS portal, please contact Human Resources at (770) 748-3821 or by email at David.Robinson@polk.k12.ga.us or Amy.Brown@polk.k12.ga.us.

Employee Self Service – Manage Account

Employees can manage their ESS account by clicking on their user name in the toolbar



Manage Account.

You're logged in as rsmith.

[Change account](#)

[Back](#)

Employee clicks on their user name to manage their account.

Change password

Current password

New password

Confirm new password

The employee can change their password by entering their current password and the new password.

Employee Information

Employee Number

User Name

First Name

Last Name

Email

No Alert Emails

☐

The employee can change the name and email address associated with their ESS account.

The employee can choose not to receive email alerts for requests and approvals in ESS.

Employee Self Service – Manage Account

Any changes made in Manage Account must be validated with a PIN that is emailed to the employee's ESS email. Once the valid PIN is entered and submitted, the changes to the employee's account will be saved.

The screenshot shows the 'Manage Account' interface. At the top right, it says 'Hello, rsmith' and 'Log Off'. The main heading is 'Manage Account.' followed by 'You're logged in as rsmith.' Below this are two buttons: 'Change account' and 'Back'. A red arrow points from the 'Back' button to a modal window titled 'Enter PIN'. The modal contains the text 'Email Sent -- Subject: Account Change Validation PIN', a label 'Enter Valid PIN', a text input field, and a 'Submit' button. Below the modal, the 'Change password' section has fields for 'Current password', 'New password', and 'Confirm new password'. The 'Employee Information' section includes fields for 'Employee Number', 'User Name' (rsmith), 'First Name' (ray), 'Last Name' (Smith), 'Email' (rsmith@harrischools.org), and a 'No Alert Emails' checkbox. To the right of the form is a preview of an email from 'nextgeness@gmail.com' with the subject 'nextgeness@gmail.com' and the body 'Your validation PIN 1663'.

Manage Account.

You're logged in as rsmith.

Change account Back

Change password

Current password

New password

Confirm new password

Employee Information

Employee Number

User Name rsmith

First Name ray

Last Name Smith

Email rsmith@harrischools.org

No Alert Emails

Enter PIN

Email Sent -- Subject: Account Change Validation PIN

Enter Valid PIN

Submit

nextgeness@gmail.com <nextgeness@gmail.com>

To: @yahoo.com

Your validation PIN

1663

Employee Self Service

If you have any questions or need assistance, please contact:

David Robinson

Director of Human Resources

david.robinson@polk.k12.ga.us

Amy Brown

Administrative Assistant

amy.brown@polk.k12.ga.us

(770) 748-3821